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INSTRUCTIONS

TO

SUPERINTENDENTS

AND

INDIAN AGENTS

RELATIVE TO

PURCHASING SUPPLIES, ACCOUNTING FOR PUBLIC FUNDS AND PROPERTY, ETC.

OFFICE OF INDIAN AFFAIRS,
JULY 1, 1877.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1877

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INSTRUCTIONS TO SUPERINTENDENTS AND INDIAN AGENTS.

DEPARTMENT OF THE INTERIOR,
OFFICE OF INDIAN AFFAIRS,
Washington, July 1, 1877.

The following rules respecting the purchasing of supplies, making of contracts, accounting for public funds and property, &c., &c., are promulgated for the guidance and observance of superintendents and Indian agents.

PURCHASE OF SUPPLIES.

1. Purchases of supplies of any kind for the use of the Indian service can only be made under specific authority of the Secretary of the Interior, except in the case mentioned in section 3.

2. The law requires that in general all purchases shall be made by contract after due public advertising. Purchases to an amount not exceeding five hundred dollars may, however, be made in open market, in the manner customary among individuals, and when any exigency of the service exists, purchases may be made in open market to an amount not exceeding three thousand dollars; but all purchases of subsistence-supplies must be limited to those articles comprising the established Indian ration. With proper care and foresight on the part of superintendents and agents, however, such exigencies will but seldom arise. Superintendents and agents are not the sole judges of the exigency, but will make, either at the time the purchase is made or authority therefor obtained, a full report of the facts of the case. So far as practicable, however, purchases should be made by contract. At the beginning of each fiscal year, or as soon thereafter as funds are available, the superintendent or agent should submit an estimate, made as carefully as possible, of the quantities of all articles needed for use during the entire year, in his office, schools, blacksmith and carpenter shops,

farm-work, repairs, and erection of buildings, &c., &c. After obtaining due authority he should advertise for proposals for furnishing the same, and should award the contract for the several articles advertised for to the lowest bidder therefor, stipulating in his contract for such an increase or diminution of the quantities as might be rendered necessary by the demands of the service, and for the delivery of the articles at such times throughout the year as they may be needed. Superintendents and agents, however, should not order the delivery of any articles thus contracted for without obtaining specific authority from this Office. Where contracts are let at any commercial center at a distance from the agency, it might be advisable to contract for the delivery of the goods by the contractor at the agency. Where samples accompany the bids, and because of the superiority of the samples, or other good cause, the contract is awarded to a bidder not the lowest, the reason for such award should be stated.

3. When treaty-stipulations or the interests of the service at an agency require purchases to be made, a list of the articles to be purchased,* with the probable cost of the same, (see form —, page —,) will be forwarded to this Office for consideration, and further action suspended until the requisite authority is communicated. However, such articles as are *absolutely necessary* (as stationery, fuel, and light for office, forage for public animals, &c.) for use pending the consideration of a regular estimate, may be purchased in *small quantities;* but in such cases a good and sufficient explanation (of which this Office will be the judge) must accompany the vouchers, fully setting forth the special exigency that required the purchases to be made without authority.

CONTRACTS.

4. After due notice has been given by advertisement,† as provided in paragraph 2, bids shall be opened at the time and place

* Excepting estimates for medical supplies and hospital stores, which must be made on separate blanks.

† Advertisements for bids or proposals will be made in one or more papers of the largest circulation, at the place most eligible for making the proposed purchases; and they will be so framed that bids or proposals for each article may be considered separately, reserving the right to increase or diminish the quantity of each twenty-five per centum, and to reject any or all bids.

designated in such advertisement, and the contract shall be awarded to the lowest responsible bidder; but no service shall be performed in pursuance of such contract, nor shall any supplies be received under it, until after the same has been approved by this Office.* Contracts must be accompanied by a properly-executed bond (in a sum sufficient to protect the Government from loss) for the faithful performance of the terms thereof, signed by two or more good and sufficient sureties, whose sufficiency should be certified by a United States judge or district attorney, or the sureties may make affidavit, before an officer competent to administer oaths, that they are worth the sum for which they each are bound; by a separate list of the articles embraced therein, giving quantity, price, total cost of each article, and the aggregate cost of all the articles embraced therein; by an abstract of all bids or proposals, copies of the advertisement inviting the proposals, and of the authority for publishing the same, and a clear expression of opinion from the contracting officer regarding the fairness of the bids and reasonableness of the prices; also by a "duplicate" or copy of contract and bond.

5. In addition to the foregoing, the following rules, relating to contracts, are promulgated:

1. All contracts and bonds entered into or executed by any officer in the Indian service shall contain the *full name* and *post-office* address of all principals and sureties thereto.

2. Contracts made with firms must be signed by each individual member thereof, or be accompanied by duly-attested authority for one member to sign for another.

3. All quantities are required to be stated in words as well as figures.

6. Attention is called to the following three sections of the Revised Statutes, as follows:

SEC. 3744. It shall be the duty of the Secretary of War, of the Secretary of the Navy, and the Secretary of the Interior, to cause and require every contract made by them severally on behalf of the Government, or by their officers under them appointed to make such contracts, to be reduced to writing, and signed by the contracting parties with their names at the end thereof; a copy of which shall

* Every contract must contain a clause to the effect that no member of Congress, officer, or agent of the Government, or any employé thereof, has any interest in, or shall derive any benefit or profit, directly or indirectly, therefrom.

be filed by the officer making and signing the contract in the Returns Office of the Department of the Interior as soon after the contract is made as possible, and within thirty days, together with all bids, offers, and proposals to him made by persons to obtain the same, and with a copy of any advertisement he may have published inviting bids, offers, or proposals for the same. All the copies and papers in relation to each contract to be attached together by a ribbon and seal, and marked by numbers in regular order, according to the number of papers composing the whole return.

SEC. 3745. It shall be the further duty of the officer, before making his return according to the preceding section, to affix to the same his affidavit in the following form, sworn to before some magistrate having authority to administer oaths: "I do solemnly swear (or affirm) that the copy of contract hereto annexed is an exact copy of a contract made by me personally with ——— ———; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said ——— ———, or any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such cases made and provided." And any officer convicted of falsely and corruptly swearing to such affidavits shall be subject to all the pains and penalties now by law inflicted for willful and corrupt perjury.

SEC. 3746. Every officer who makes any contract, and fails or neglects to make return of the same according to the provisions of the two preceding sections, unless from unavoidable accident or causes not within his control, shall be deemed guilty of a misdemeanor, and shall be fined not less than one hundred dollars nor more than five hundred, and imprisoned not more than six months. (Act of June 2, 1862.)

7. Contracts and bonds executed after the receipt of this circular not conforming *strictly* to the foregoing requirements will be returned, without approval, to the officer issuing the same.

8. Contracts entered into *without* due advertisement, are considered by the accounting-officers of the Treasury as "open market" transactions; subject to the same rules as such transactions, and are, therefore, prohibited.

NOTE.—In addition to the original contract and accompanying papers, with duplicate of contract and bond, directed to be forwarded to this office, a copy should be retained for the files of the superintendency or agency and a copy given to the contractor. A sworn copy of the contract, together with all of the *original* bids or proposals, as specified in sections 3744–5, above referred to, should be forwarded by the contracting officer direct to the "Returns Office, Department of the Interior, Washington, D. C."

EMPLOYÉS.

9. It is provided by law that not more than $6,000 shall be paid in any one year on account of compensation of employés at any one agency,* except in cases where more employés are absolutely necessary, when an increase of this allowance to a sum not greater than $10,000 per annum may be specially authorized by the written order of the Secretary of the Interior. Also, that the number and kind of employés at each agency shall be prescribed by the Secretary of the Interior, and none others shall be employed; and where Indians can perform the duties they shall be employed.

10. When the services of any employés are necessary at an agency, the officer in charge shall forward to this Office his "*descriptive statement*" of the persons whom it is desired to employ, stating clearly the amount of compensation proposed to be paid in each case, for what purposes the services are to be engaged, the necessity therefor, and such other particulars as may be necessary to enable the Department to act advisedly and understandingly in the matter, and await the action of the Office in the premises.

11. Temporary service may, however, be engaged to cover any sudden emergency requiring immediate attention, but such service must not be continued longer than the exigency absolutely requires; and a full report of all the circumstances will at once be made to this Office. *The amount of funds expended in such cases will be deducted from the annual amount allowed for employés at the agency.*

12. Agents will select their employés in accordance with the actual requirements of their agencies, so as to procure the greatest benefits for the Indian service, and at the lowest salaries for which competent persons can be employed; and, in cases where employés are designated, and their pay prescribed by treaty-stipulations, and both salary and office are inconsistent with the true wants of the Indians, other employés actually needed may be substituted *with the consent of the tribes and the approval of the Department.*

13. Employés will, in all cases, be expected to perform without additional compensation not only the duties for which they are en-

*Not including salaries of Indian agents which are provided for separately, and not including agencies where, by the terms of treaties, a greater sum is appropriated.

gaged, but also such other duties as the interests and exigencies of the service may, in the judgment of the agents, require. In no case can two salaries be paid to any employé.

14. All persons employed at a stated salary per annum are paid *quarterly one-fourth of their salary*, whether the quarter contains 90, 91, or 92 days; therefore, when the services are for a fraction of a quarter, the disbursing officer should pay the corresponding fractional part of a quarter's salary. For example: A is employed at $600 per annum, and renders service from July 1 to September 23, inclusive, $\frac{85}{92}$ of the quarter; he should receive $\frac{85}{92}$ of $150, or $138.55; or by proportion, 92 : 85 :: 150 = $138.55.

The following rules established by the Treasury Department for the computation of time in making payments to employés of the Government, employed at a monthly salary, will be observed, when applicable, in all payments made hereafter:

1. Thirty days will be assumed as the length of each and every month in the year.

2. For any full month's service performed by persons employed by the Government at a stipulated monthly rate of compensation, (or yearly salary, if paid in regular monthly or bi-monthly installments,) payments will be made at such stipulated monthly rate, without regard to the number of days the month paid for may contain.

3. In cases when the service *commences* on an intermediate day of the month, and thus embraces only a fractional part thereof, thirty days will be assumed to constitute the entire duration of such month, whether the calendar length thereof be 28, 29, 30, or 31 days, and pay will be computed accordingly.

4. When the service *terminates* at an intermediate day of the month, and hence embraces but a fractional part thereof, the whole number of days during which service was rendered in such fractional part of a month will be allowed in making payments.

5. For convenience in calculating service embracing two or more months, or parts of months, but one fraction will be made. Thus, from the 21st of September to the 25th of November, *inclusive*, will be calculated—from 21st September to 20th October, *inclusive*, as one month; from October 21 to November 20, *inclusive*, another

month; and from 21st to 25th November, *inclusive*, five days—making two months and five days.

6. When two fractions of months occur in any account for service, both together being less than a whole month, as from the 21st of August to the 10th of September, the calculation of time will be from August 21 to 30, inclusive, (ignoring the 31st,) ten days, and from the 1st to the 10th September, inclusive, ten days, making the time to be paid for twenty days.

7. Service commencing in February will be calculated as though that month contained thirty days; thus, from February 21 to end of month, inclusive, ten days will be allowed, though the actual time be but eight or nine days: *Provided*, That when service commences on the last day of February, payment will be made for only one day in that month.

8. The foregoing rules do not apply to laborers employed at a per diem allowance. In computing them, the actual number of days are to be ascertained and allowed.

9. Laborers employed by the month and actually performing their first day's labor on the 31st day of any month, will be paid for that day.

10. When accounts are hereafter rendered for service stated to have been performed from one given date to another, one of the days named will be excluded, unless it is specified or clearly shown by the form of the account that the service rendered was "inclusive" of both.

J. M. BRODHEAD,
Comptroller.

15. Monthly reports are required from the following employés, viz: *physician* and *principal teacher*. They will be made in duplicate, one copy to be forwarded to this Office and one to be retained at the agency; and they will contain the information required by circular of July 21, 1875, as follows, viz:

1. The monthly reports are to be prepared, signed, and returned by the employé to the agent at the close of every month, to be forwarded by the latter with his own monthly report to this Office.

2. In the preparation of the statistics of population, health, education, and social condition called for in the blanks furnished the physician and teacher, the

agent will give special care to secure the greatest fullness and accuracy possible.

3. The blanks allow of the classification of the returns by tribes, the name of each tribe within the agency jurisdiction being written in one of the spaces provided, and the figures pertaining to the same placed opposite, under their appropriate headings. The foot-notes and parenthetical directions in each blank are believed to be sufficient for the further guidance of the employés in making up their reports, and the agent is expected to see that they are strictly complied with, and that these reports are regularly rendered.

16. It is also a provision of law that agents must state under oath, upon rendering their quarterly accounts, "that the employés claimed for were actually and *bona fide* employed at such agency, and at the compensation as claimed, and that such service was necessary; and that such agent is not to receive, and has not received, directly or indirectly, any part of the compensation claimed for any other employé: *Provided*, That when there is no officer authorized to administer oaths within convenient distance of such agent, the Secretary of the Interior may direct such returns to be made upon certificate of the agent." In this case the duty of an agent is perfectly defined, and in order to get exemption from the operations of this provision he must make it clear to the Department that it is impracticable to comply therewith. This oath or certificate will appear upon the quarterly "Report of Employés," and authority to "certify" must be obtained before said report is forwarded, reference being made in the certificate to the date of the authority therefor, otherwise the amount involved in the pay of employés will be suspended against the agent in settlement of his accounts.

17. Neither the agent, interpreter, or any person whose salary is established by law is entitled to rations. At those agencies where subsistence is issued to Indians, sales will be allowed to the employés of such quantities of subsistence stores, from those furnished by the Government for the Indians, as may be necessary for the support of themselves and families at the contract price, adding cost of transportation. The proceeds of such sales are to be brought into the agent's quarterly accounts under the head of "Miscellaneous Receipts, proceeds of sales of subsistence stores to employés," and must be deposited to the credit of the United States at the end of each quarter.

An abstract of articles sold must accompany the property accounts (see form, page —.) As the sale of rations is an independent transaction, the vouchers for the pay of employés should contain no allusion to the same.

TRAVELING-EXPENSES.

18. The following letter, emanating from the Second Auditor's Office, and the general order of the Department relative to traveling-expenses, are republished for the guidance of all concerned:

TREASURY DEPARTMENT,
SECOND AUDITOR'S OFFICE,
May 20, 1873.

SIR: I would respectfully call your attention to the authority under which allowances are made for expenses incurred by persons employed in the service of the Indian Department while traveling on public business.

This authority is given in the act of Congress organizing the Department of Indian Affairs, approved June 30, 1834, the tenth section of which provides that "when persons are required, in the performance of the duties under this act, to travel from one place to another, their actual expenses may be allowed them. * * * It has been the practice of accounting-officers, in auditing accounts of this character, to require an itemized account of actual expenses incurred, each item to be supported by a voucher, except in instances where it is clearly shown to have been impracticable to obtain vouchers, and in such cases a certificate on honor to that effect.

In many instances of late the requirement to furnish subvouchers, as indicated above, has been disregarded, and the certificate of impracticability to obtain them resorted to—in cases, too, where, in the opinion of the accounting-officers, vouchers could have been procured without much trouble. Accounts are now being examined in which there are vouchers for traveling-expenses, containing items for services of interpreters and hire of teams; also for beef and flour purchased for distribution to Indians—said items being unaccompanied by the receipts of the parties to whom payments are alleged to have been made.

I would respectfully request that you call the attention of disbursing-agents to this matter, and inform them that, hereafter, accounts for traveling-expenses not supported by subvouchers will be disallowed, except in cases where it is shown to the satisfaction of the accounting-officers that it was impossible to procure them.

Respectfully,
E. B. FRENCH,
Second Auditor.

Hon. COMMISSIONER INDIAN AFFAIRS.

SECOND COMPTROLLER'S OFFICE,
May 21, 1873.

Approved.
E. B. CURTIS,
Acting Comptroller.

[GENERAL ORDER.]

DEPARTMENT OF THE INTERIOR,
Washington, D. C., July 1, 1874.

Hereafter the expenses of all officers of the Government or other persons, when traveling on duty or other public business for or on account of this Department, or any of the bureaus connected therewith, will be confined to "actual traveling-expenses," usual and essential to the ordinary comfort of travelers, and will embrace the following items of expenditure only, viz:

I. Fares upon railroads, steamboats, packets, or other usual modes of conveyance.

II. Hire of special transportation, either by land or water, when there are no regular means of conveyance.

III. Ferriage, tolls, and horse-keeping, when transportation is hired.

IV. Street-car, or omnibus,or transfer-coach fare to and from depots and hotels, and, when there are no such conveyances, moderate and necessary hack-hire, not exceeding the legal rates; also baggage-fees to porters.

V. Sleeping-car fare for one double berth for each person, or customary state-room accommodation on boats, steamers, &c.

VI. Lodging and meals in hotels, *en route.*

VII. Hotel-expenses, not exceeding $5 per day, when the detention is incident to, or necessary for, the performance of the duties for which the travel is ordered.

VIII. Necessary meals, *en route,* but for no other items of refreshment than the ordinary food provided for travelers.

No charge will be allowed for hotel-bills when the detention is unnecessary for the execution of the orders under which the journey is performed, nor for meals furnished on steamers or other means of conveyance which are included in the charge for fare.

Every officer or other person traveling as above indicated will keep a memorandum of the expenditures herein allowed, noting each item upon its being made, and the certificate in the case of an officer, or affidavit in the case of any other person, to be made on the voucher, will set forth that the different charges in detail therein have been taken from and verified by his memorandum; that they are correct and just; that the amount charged was actually paid; that the number of days for which the same is charged was necessarily consumed in unavoidable delays incident to travel and in the performance of the duty ordered or services rendered, and that the journey was performed with all practicable dispatch by the shortest usually-traveled routes, under orders, [copy annexed,] or for the purpose of ———, [here the object of the journey should be fully stated.]

When unusual routes or expensive means of transportation are charged for, explanatory certificates, setting forth the necessity for the same, must accompany the accounts, and, if approved by the head of the Department or the chief of the bureau, such charges will be allowed.

Any officer or other person traveling on duty or public business, as herein provided, over any of the railroads below named, to which grants or subsidies have

been made by the United States, and from which payment for freight and transportation furnished for Government service is, by the second section of an act of Congress approved March 3, 1873, (U. S. Statutes at Large, vol. 17, p. 508,) directed to be withheld, will exhibit his order to the proper officer of the railroad company and request transportation, and on receiving the requisite order therefor will give the company the necessary voucher for the amount of the fare.

The railroads above referred to are as follows, viz:

The "Central Pacific," "Kansas Pacific," "Union Pacific," "Central Branch Union Pacific," "Western Pacific," and the "Sioux City and Pacific."

All previous orders of this Department in relation to the foregoing subject are hereby revoked.

C. DELANO,
Secretary.

19. Vouchers for traveling-expenses incurred by superintendents or agents outside their official territory will be made in strict accordance with the above rules.

20. Vouchers for traveling-expenses incurred by superintendents or agents within the limits of their official territory will contain, in addition to the detailed statement and the necessary subvouchers required by the foregoing rules, the object and necessities of the journey, and the benefits accruing to the Indian service thereby.

TRANSPORTATION-ACCOUNTS.

21. The following regulations, governing in this case, have been adopted by the accounting-officers of the Treasury, and were published in circular from this Office January 2, 1875, viz:

First. Payment for transportation will only be made on properly-receipted bills of lading, for which necessary blanks will be furnished by the Office of Indian Affairs.

Second. Upon the delivery of the goods they will be receipted* by the consignee, or in his name by some one duly authorized to sign for him, which authority must be shown.

Third. Freight will only be paid on presentation and surrender of every copy of bill of lading, which must distinctly state the entire distance charged for.

Fourth. In case of loss or damage of the public property, by shrinkage or other-

* Receipts for transportation of goods or supplies will be given in duplicate, which fact will be stated over the signature of the receipting-officer—one copy of the receipt to be transmitted by said officer to the Office of Indian Affairs per first mail, and the other to be given to the carrier, to be by him forwarded. The weight of the articles transported should be stated *in words* as well as in figures. Settlement will only be made when both copies are in possession of this Office.

wise, while in the possession of the carrier, the actual value of such loss or damage, including transportation, should be stated and fully explained on the bill of lading.*

Fifth. Packages of goods and supplies embraced in a bill of lading should be so distinctly described by giving marks, numbers, and contents as to clearly establish their identity.

Sixth. It is necessary that the route that the goods are to take should be indicated.

Seventh. Where stores are shipped over subsidized roads, by a contractor for transportation, under a regular written contract with the Indian Department, payment in full may be made to the said contractor upon his presenting the usual bills of lading. *No payment to subsidized roads in any other case will be allowed.* (See Department order, paragraph VIII.)

Eighth. Erasures, interlineations, or alterations in bills of lading must be explained thereon by the issuing or other competent officer, and said explanation must be signed by him.

22. In cases of transportation not under contract, the terminal points and the distance between the two should be stated.

23. The following is a table of "land-grant railroads." Settlement for transporting *freight* over these roads will be made by this Office on properly-receipted bills of lading.

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* The agent will express his opinion, on the bill of lading, as to whether such loss was *actual shrinkage*, or whether it was through the negligence of the carrier.

No payments can be made for transportation over the land-grant portion of the following-named railroads.

Name of railroad.	Termini of land-grant portion.		Miles.	Remarks.
	From—	To—		
Alabama and Chattanooga	Wauhatchie, Tenn	Stato line Mississippi and Alabama.	270½	
Atchison, Topeka and Santa Fé	Atchison, Kans	The State line	470. 58	
Atlantic and Pacific	Saint Louis, Mo	Springfield, Mo	242	The Atlantic and Pacific and the Missouri Pacific Railroads use same track from Saint Louis to Pacific.
Atlantic, Gulf and West India Transit Company's Railroad.	Fernandina, Fla	Cedar Keys, Fla	155	
Burlington and Missouri River	Burlington, Iowa	Missouri River	279	
	Plattsmouth, Nebr	Junction with Union Pacific Railroad, Nebraska.	191	
Chicago and Northwestern, Iowa division.	Cedar Rapids, Iowa	Missouri River, Iowa	272	See Railway-Guide, Iowa Midland Railroad, for branch from Lyon to Clinton.
	Branch, Lyons, Iowa	Clinton, Iowa	3	
Chicago and Northwestern, Wisconsin division.	Fond du Lac, Wis	Wisconsin State line	117	
Chicago and Northwestern, Peninsular division.	Wisconsin State line	Marquette, Mich., via Escanaba.	137	
Chicago, Rock Island and Pacific	Davenport, Iowa	Missouri River	310	
Central Pacific, Oregon division	Junction with Central Pacific.	Portland, Oreg	.....	
Chicago, Milwaukee, and Saint Paul, Iowa and Minnesota division.	Saint Paul, via Mendota, Faribault, and Austin.	Lyle, Minn	112	See Railway-Guide, Iowa and Dakota division, for distance from Austin to Lyle.
	Minneapolis, via Mendota, Faribault, and Austin.	.....do	115	
Chicago, Milwaukee and Saint Paul, Iowa and Dakota division.	Calmar, Iowa	Junction with Saint Paul and Sioux City Railroad.	.....	
Chicago, Milwaukee and Saint Paul, La Crosse division.	Portage City, Wis	Tomah, Wis	62	
Flint and Pere Marquette	Flint, Mich	Lake Michigan, Mich	.....	
Grand Rapids and Indiana	Fort Wayne, Ind	Petosky, on Traverse Bay, Mich.	332. 8	Branch road from Walton to Traverse City is not a land-grant road.
Hannibal and Saint Joseph	Hannibal, Mo	Saint Joseph, Mo	206	
Hastings and Dakota	Hastings, Minn	Western boundary of State	.....	
Illinois Central, main line	Cairo, Ill	Dunleith, Ill	456	
Illinois Central, Chicago branch	.....do	Chicago, Ill	365	Branch road commences at Centralia.
Illinois Central, Iowa division	Dubuque	Sioux City	327	

No payments can be made for transportation over the land-grant portion of the following-named railroads—Continued.

Name of railroad.	Termini of land-grant portion.		Miles.	Remarks.
	From—	To—		
Jackson, Lansing and Saginaw	Amboy, Mich	Straits of Mackinac	.....	Operated by Michigan Central Railroad Company. That portion of the Jackson, Lansing and Saginaw Railroad between Jackson and Lansing is not a land-grant railroad.
Jacksonville, Pensacola and Mobile	Jacksonville, Fla	Chattahoochie River	209	
Little Rock and Fort Smith	Little Rock, Ark	Fort Smith, Ark	.....	
Lake Superior and Mississippi	Saint Paul, Minn	Du Luth, Minn	155	
	Branch from White Bear Lake.	Stillwator, Minn	13	
Leavenworth, Lawrence and Galveston.	Lawrence, Kans	South line of State	141	
Mobile and Ohio	Mobile, Ala	Columbus, Ky	472	
Mobile and Montgomery	Montgomery, Ala	Pollard, Ala	114	
Mobile and Girard	Columbus, Ala	Troy, Ala	84	
Memphis and Little Rock	Mississippi River	Little Rock, Ark	135	
Marquette, Houghton and Ontonagon	Marquette, Mich	Ontonagon, Mich	.....	
Missouri, Kansas and Texas	Junction City, Kans	South boundary of Kansas, and to Fort Smith, when the Indian title is extinguished.	182.56	
Missouri Pacific Railroad	Saint Louis, Mo	Pacific, Mo	37	Operated by Atlantic and Pacific Railroad Company, lessee. Junction with Atlantic and Pacific Railroad, Pacific, Mo.
Missouri River, Fort Scott and Gulf	Kansas City, Mo	South line of Kansas	161½	
Morgan's Louisiana and Texas	New Orleans, La	Brashear, La	80	
North Louisiana and Texas	Delta, La	Monroe, La	72	
Oregon and California	Portland, Oreg	Southern boundary of State	.....	
North Wisconsin	Saint Croix, Wis	Lake Superior	.....	
Pensacola and Louisville	Pensacola, Fla	Pollard, Ala	44	
South and North Alabama	Montgomery, Ala	Decatur, Ala	182	Operated in connection with the Louisville, Nashville and Great Southern Railway.
Selma, Rome and Dalton	Selma, Ala	Eleven miles north of Jacksonville, Ala.	156	

Saint Louis, Iron Mountain and Southern.	Missouri River opposite Cairo, via Poplar Bluff, Mo., and Little Rock, Ark.	Texas boundary, at Texarkana.	395
Saint Paul and Sioux City, and Sioux City and Saint Paul.	Saint Paul, Minn	Sioux City, Iowa	270
Saint Paul and Pacific, main line	Saint Paul, Minn	Breckenridge, Minn	217
Saint Paul and Pacific, branch	Saint Paul, via Crow Wing.	Northern Pacific Railroad	
Do	Saint Paul, via Saint Cloud	Pembina, Dak	
Southern Minnesota	Mississippi River, opposite La Crosse.	Western boundary of the State.	
Vicksburgh and Meridian	Jackson, Miss	Meridian, Miss	95
Winona and Saint Peter	Winona, Minn	A point on the Big Sioux River.	
West Wisconsin	Eleven miles south of Warrens, Wis.	Hudson, Wis	156
Wisconsin Central	Portage City, via Stevens Point.	Bayfield, thence to Lake Superior.	

Full payments may be made for transportation over the following-named railroads, with the exception of that portion of the Northern Pacific Railroad between Du Luth and Thompson Station. (See column of remarks.)

Name of railroad.	Termini of land-grant portion.		Miles.	Remarks.
	From—	To—		
Atlantic and Pacific	Springfield, Mo., via Canadian River, Albuquerque, the Aqua Frio and the Colorado Rivers.	The Pacific Ocean	.....	
Denver Pacific	Denver, Colo	Cheyenne, Wyo	106	
New Orleans, Baton Rouge and Vicksburgh.	New Orleans, La	Texas State line	.....	
Northern Pacific	Lake Superior	Puget's Sound	.....	No payment can be made for transportation performed by the Northern Pacific Railroad Company between Du Luth and Thompson Station, (the junction of the Northern Pacific Railroad with the Lake Superior and Mississippi Railroad,) it being subject to the conditions attached to the grant to the Lake Superior and Mississippi Railroad Company.
Oregon Central	Portland, Oreg	Astoria and McMinnville	.....	
Saint Joseph and Denver City	Elwood, Kans	Junction with Union Pacific Railroad.	.....	
Southern Pacific of California	San Francisco, Cal	Some point on the Atlantic and Pacific Railroad near the boundary-line of California.	.....	
Southern Pacific of California, (branch line.)	From a point near Tehachapa Pass, via Los Angeles.	Texas Pacific Railroad, near the Colorado River.	.....	
Texas Pacific	From a point near Marshall, Tex., via El Paso, to southern boundary of California, thence to San Diego.	San Diego, Cal	.....	
Utah Central	Ogden, Utah	Salt Lake City, Utah	37	Right of way only.

No settlements can be made, except through the Treasury Department, for transportation over any portion of the following-named railroads, to which bonds have been issued by the United States.

Name of railroad.	Termini of land-grant portion.		Miles.	Remarks.
	From—	To—		
Central Pacific, main line	Ogden, Utah	Sacramento, Cal.	743	
Central Pacific, western division	Sacramento, Cal	San Francisco, Cal	140	
Kansas Pacific	Kansas City, Mo	Denver, Colo	639	Including also the accounts of the following railroads, owned, or leased, and operated by the Kansas Pacific Railroad: Arkansas Valley Railway, Junction City and Fort Kearney Railway, Denver and Boulder Valley Railway, Leavenworth Branch, and Colorado Central Railroad.
Sioux City and Pacific	Sioux City, Iowa	Fremont, Nebr	113	Including the accounts of the Fremont, Elkhorn, and Missouri Valley Railroad, leased by the Sioux City and Pacific Railroad.
Union Pacific	Omaha, Nebr	Ogden, Utah	1,033	
Central Branch, Union Pacific	Atchison, Kans	Waterville, Kans	100	

VOUCHERS.

Class 1.—To regular quarterly accounts.

24. It is requisite that all vouchers accompanying the regular quarterly accounts of disbursing officers be legibly dated, and each certificate thereon separately signed and dated; and the original invoices of purchase, when for goods or merchandise of any description, should be attached thereto as subvouchers. Such vouchers should, in addition thereto, show the date and place of purchase and place of delivery, and the date of authority for incurring the expense.

Invoices and purchase-vouchers must also show a full and complete description of the articles purchased; giving weights, numbers, sizes, special names if they have any, &c.; for example:

5 3½-inch wagons, "Studebaker & Co.'s," including spring-seats, bows, brakes, &c., at $90	$450 00
5 kegs nails, 500 pounds—4d, 7 cents; 6d, 7 cents; 8d, 6 cents; 10d, 6 cents, and 12d, 5 cents	31 00
15 prs. wrought-iron hinges, 5 inch, at $6 per dozen	7 50

In making payment to temporary or irregular employés, the "Pay-roll of irregular employés," (see form, page—,) should be used, so far as practicable, as a voucher for such payments; and where the usual form of voucher is used, care must be taken to give the exact dates of service and number of days claimed for.

25. When vouchers are stated at a coin basis, a certificate from a proper person (a United States depositary, bank-officer, or postmaster) as to the value of United States currency at the date the indebtedness was incurred must accompany the same.

26. In cases where superintendents or agents are authorized to liquidate contract-obligations, the date of such authority must be stated on the vouchers taken in the premises, and also a certificate from the regularly-authorized inspector (if inspection is required by the contract, otherwise such statement should be made by the agent) that the articles delivered were of quality equal to the requirements of the contract, and reference be made to the contract by its date.

27. Vouchers of this class will be issued in triplicate, (one copy to be retained for the agency-files, and two to be forwarded to this

Office with the regular accounts.) They should be indorsed with their number and the quarter to which they pertain; the name of the person in whose favor drawn; the amount; and, when paid by check, the number of the check and the name of the bank or institution upon which it is drawn.

28. Vouchers for the subscription to, or purchase of, newspapers, books, maps, or periodicals must be accompanied by the prior written order of the Secretary of the Interior for the same.

29. Vouchers for stock should show weight and age.

30. Vouchers for telegrams should state the line or lines over which the messages are sent; the distance between the points of transmittal, and must have attached thereto copies of all messages charged for. When a message, to reach its destination, is transferred to a line or lines other than the one on which started, the name of said line or lines and point or points of transfer must be given, and if any part of its journey is by mail, the terminal points will be stated.

31. When a telegraph company charges for a message, sent during a month other than that for which the account in which the charge is made is rendered, explanation of the discrepancy in date must be made.

32. In addition to the foregoing rules, the following regulations, established by the Postmaster-General, will govern in the settlement of all telegraphic accounts:

The rate for all telegraphic communications, sent otherwise than over circuits established by the Chief Signal-Officer of the Army for the transmission of enciphered weather reports, shall be as follows, viz:

One cent per word for each circuit*—not exceeding ten, over the wires of any one company—through which it shall be transmitted, said rate to be computed subject to the following conditions, viz:

A distance of two hundred and fifty miles, as computed by the tables of the Post-Office Department, shall be deemed a circuit.

If, in computing circuits, there shall be found one or more circuits and a fraction of a circuit, such fraction shall be deemed a circuit.

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* The word "circuit," as here used, means, not a telegraphic circuit, but a *unit of distance of two hundred and fifty miles.*

If a communication shall be sent a distance of less than two hundred and fifty miles, that distance shall be deemed a circuit.

When any communication is transmitted necessarily over the lines of two or more telegraph companies, the whole distance traversed by such communication will be used in computing the number of circuits, and each company shall receive a *pro rata* allowance of the compensation paid for such communication; but no company shall receive less than the allowance for one full circuit.

All words of the communication transmitted are to be counted, excepting the date and place at which such communication is filed.

All messages of less than twenty-five words, address and signature included, shall be rated as if containing twenty-five words, and all messages exceeding twenty-five words shall be rated by the exact number of words they contain, address and signature included.

The rate for all telegraphic communications known as the Signal-Service weather-reports shall not exceed three cents for each word of said reports for each circuit over which it may pass in accordance with the schedule of circuits and plans of the Chief Signal-Officer of the Army, which are now adopted or may hereafter be adopted by him for transmitting these reports or such part thereof as he may designate, in such words or ciphers as may from time to time be directed by him. The amount thus estimated is to be taken in full payment for said reports; no additional allowance to be made for drops, office-messages, or other services or special facilities required by the Chief Signal-Officer for the correct and prompt transmission of said Signal-Service reports.

If at any time, from competition or other cause, telegraph-rates should be reduced so that a message of ten words may be sent for the public at a less rate than that above mentioned for a twenty-five-word message, then, and in that case, this order shall be changed to meet such lower public rate; it being intended by this proviso that in no case shall the Government be compelled to pay more for a twenty-five-word message, including address and signature, than the public pay for a ten-word message, exclusive of such address and signature.

33. Expenses of telegrams exclusively for the benefit of private persons, or of agents, (requesting and granting leaves of absence,

&c.,) must not be charged to the Government. Messages brought into a disbursing-officer's accounts must be on Government business, solely.

34. Vouchers for advertising must show the date of each insertion charged for, and copies of each insertion showing said dates will be attached thereto. There should also be attached to the voucher a copy of the authority given by the Secretary of the Interior for publishing the advertisement, together with a copy of the letter of the agent directing its insertion. The printed rates of commercial advertising must also be appended to the voucher.

Class 2.—Certified vouchers.

35. Under no circumstances whatever will a voucher of this class be issued by a superintendent or an agent, to be presented at this Office for settlement, except on the special authority of the Commissioner of Indian Affairs. When such authority has been given, the following rules will govern, viz:

36. The vouchers must be legibly dated; the date and place of purchase and of delivery of merchandise stated; and the original invoice of purchase attached as subvoucher. If *for purchases under contract*, a reference to the contract, by its date, must be given, and the inspection-certificate mentioned in section 26 accompany it; if on account of purchases in open market, a copy of the authority for making such purchases, in addition to the certificate of the purchasing-officer as to the nature of the exigency justifying the immediate delivery of the articles;* that there is no contract for the same; that the prices are reasonable, and the lowest for which they could be obtained, must be appended, and the amount due stated *in words;* and when for services, must show the dates of commencement and termination, and the period for which service was rendered. Vouchers of this character will be issued in *duplicate* only, and the fact that they are so issued must also be stated in the officer's certificate. One copy of this issue will be forwarded by the officer to the Office of Indian Affairs in the first mail, and the other will be given to the owner, to be by him forwarded for payment.

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* See section 2.

Settlement will only be made and payment recommended when the full set is in possession of this Office.

37. The certificates contemplated in the foregoing rules will not be valid unless properly dated and signed by the officer issuing the voucher.

RECEIPTS.

38. When articles of any kind have been delivered at an agency under the terms of any approved contract, (whether made by this Office, the superintendent, or the agent,) and an inspection of said supplies has been made by a duly-authorized inspector, as mentioned in section 26, the agent will issue his receipt *in duplicate* (stating such fact over his official signature) therefor, said receipt to be issued and disposed of in the manner prescribed for "certified vouchers." (Section 36.) The number or quantity of the articles, &c., or weight, must be stated *in words*, and where weight is mentioned it should be specified whether the same be *net* or *gross;* when for beef-cattle, the *number of head*, as well as the weight of the same, will be stated, and also the manner in which the weight was determined.

39. When articles have been delivered by a transportation contractor, the agent will receipt the bills of lading in a proper manner, being governed in this matter by the rules under head of "transportation accounts."

40. All references in certificates to number, weight, and prices of articles paid for, or to be paid for, together with aggregate amount involved, should be given in words as well as figures.

41. In connection with this subject, attention is directed to the provisions of the following circular, dated November 13, 1873:

1. The practice which prevails, to some extent, among agents in the Indian service of receiving beef-cattle and other supplies from contractors in advance of the time fixed by the contract for delivery of the same, has been the cause of much embarrassment to this Office.

2. In contracting for such supplies the Department invariably reserves the right to vary the quantity to be delivered at the several times specified in the contract, a precaution necessary for the interests of the service, as it is impossible to determine in advance, with any degree of accuracy, the amounts which the service may from time to time require.

3. Hereafter, therefore, no delivery of supplies will be made, and no receipt given, in excess of the amount provided for by the terms of the contract, unless the consent of the Department to vary the quantity thus delivered and received shall first have been received.

ISSUES TO INDIANS.

42. All articles furnished any tribe or band of Indians shall be issued by the agent or superintendent of such tribe or band to the heads of families when practicable, in such manner as may be deemed best, and the delivery of all such articles, or annuities of any character, shall be made in the presence of the interpreter, who shall certify that he fully explained the nature of the issue, and also in presence of two disinterested witnesses, who shall attest by their certificate the receipt thereof, and who shall also declare their entire disinterestedness in the matter; and no receipt (see form, page —) by Indians for goods or property to any superintendent or agent shall be valid to discharge such officer, unless the same be accompanied by the certificates of such persons, showing that said goods were actually delivered.

43. The following extracts from the United States Statutes on this subject explain themselves, and agents are reminded that a strict compliance with their provisions (as well as the requirements of the foregoing paragraph) will be rigidly enforced, and agents are required to present with their quarterly accounts a certificate to the effect that the provision of section 3, of the act of March 3, 1875, in relation to labor by the Indians, has been complied with:

SEC. 3. That for the purpose of inducing Indians to labor and become self-supporting, it is provided that hereafter, in distributing the supplies and annuities to the Indians for whom the same are appropriated, the agent distributing the same shall require all able-bodied male Indians between the ages of eighteen and forty-five to perform service upon the reservation, for the benefit of themselves or of the tribe, at a reasonable rate, to be fixed by the agent in charge, and to an amount equal in value to the supplies to be delivered; and the allowances provided for such Indians shall be distributed to them only upon condition of the performance of such labor, under such rules and regulations as the agent may prescribe: *Provided*, That the Secretary of the Interior may, by written order, except any particular tribe, or portion of tribe, from the operation of this provision where he deems it proper and expedient. (Act of March 3, 1875.)

SEC. 2. That for the purpose of properly distributing the supplies appropriated for in this act, it is hereby made the duty of each agent in charge of Indians, and

having supplies to distribute, to make out rolls of the Indians entitled to supplies at the agency, with the names of the Indians and of the heads of families or lodges, with the number in each family or lodge, and to give out supplies to the heads of families and not to the heads of tribes or bands, and not to give out supplies for a greater length of time than one week in advance: *Provided, however*, That the Commissioner of Indian Affairs may, in his discretion, issue supplies for a greater period than one week to such Indians as are peaceably located upon their reservation, and engaged in agriculture: *Provided, however*, That no purchase of supplies exceeding in the aggregate five hundred dollars in value at any one time shall be made without advertisement, except in case of exigency, when purchases may be made in open market, in amount not exceeding three thousand dollars. (Act of March 3, 1877.

44. Immediately upon the completion of the census called for by section 2 of the act of March 3, 1877, above quoted, a copy of the census roll should be transmitted to this office. The issue of rations for a longer period than one week can be allowed only upon specific authority, to be previously obtained.

45. Supplies must in all cases be issued by weight. When the number of Indians at an agency and the foregoing requirement for the issue of supplies to the heads of families, render it impracticable, with the limited clerical force of an agency, to weigh out each allowance of rations and complete the issue to the tribe in one day, a division of the tribe into bands should be made, and separate days or parts of days appointed in which to issue to each band.

46. Until further instructions, at all agencies where supplies are issued and the kinds and quantities of supplies furnished justify such issues, the following will constitute the ration. Where the habits of the Indians and the amount of aid furnished by the Government have heretofore resulted in the issuance of a smaller ration than that herein named, such diminished ration should not be increased. The ration herein named is a maximum, which should be reduced whenever practicable.

To 100 rations:

Beef, 300 pounds, (gross.)	Beans, 3 pounds.
Flour,* 50 "	Pork, 10 "
Corn,* 50 "	Salt, 1 "

* Hard bread, 25 pounds, in lieu of either flour or corn; 40 pounds in lieu of both.

To 100 rations:

Coffee, 4 pounds.	Tobacco, ½ pound.
Sugar, 8 "	Soap, 1 "

QUARTERLY ACCOUNTS.

47. All disbursing-officers of this Department are required to render their cash and property accounts as soon after the expiration of each quarter as practicable. A delay of more than thirty days after the expiration of a quarter in rendering such accounts may subject the delinquent officer to legal proceedings under section 5491* of the United States Revised Statutes, in addition to an action against his surety for the recovery of the public funds and property in his hands.

48. Special care must be taken in the disbursement of public moneys to prevent misapplication of funds. No sufficient excuse can be offered for misapplying funds received by requisition from this Office, as with each notice of the issue of such requisition there is a tabular statement and a special letter of instructions, setting forth clearly and fully the applicability of the funds under each head and subhead of appropriation, and even the objects for which they shall be used. Furthermore, at agencies where funds are provided under treaty stipulations, the treaties generally prescribe the manner of expending such funds. Treaty-funds cannot be diverted from the objects for which appropriated without the consent of the tribes, expressed in general council, which consent, stated in writing, must be approved by the Secretary of the Interior, and the approval communicated to the officer, before the diversion can be made. A copy of the approval referred to must accompany the quarterly accounts when forwarded to this Office.

49. No credit can be allowed to any disbursing-officer or agent for money expended under a head of appropriation exceeding the

*Section 5491 is as follows: "Every officer or agent of the United States who, having received public money which he is not authorized to retain as salary, pay, or emoluments, fails to render his account of the same as provided by law, shall be deemed guilty of embezzlement, and shall be fined in a sum equal to the amount of money embezzled, and shall be imprisoned not less than six months nor longer than ten years."

amount in his hands under that head, and under *no* circumstances can a transfer of funds be made by a disbursing-officer from one head of appropriation to another.

50. The quarterly accounts will be made in triplicate; one copy to be retained at the agency, and duplicates forwarded to this Office.

51. The proper papers to a complete quarterly account are—

CASH.

52. *Account-current*, which must show upon the credit side all moneys received under the proper heads of appropriation; and on the debit side the aggregate of disbursements, as per accompanying abstracts; also the date of the bond under which the funds in each account-current are chargeable to the officer.

53. *Abstract of disbursements*, showing the funds disbursed, under their proper heads of appropriation, as designated in tabular statements of remittances; the names of persons* (as they appear in the vouchers) to whom moneys are paid and on what account, with dates and numbers of the vouchers; these vouchers to be arranged numerically, and each amount carried out under proper heads of appropriation, which should appear at the top of the several columns on the abstract. In no case will funds be designated by the purposes for which they are applicable, but always by the name of the appropriation under which they are received.

54. All current expenses should be paid in, and vouchers rendered with the accounts of the quarter in which the expense was incurred. If, however, from the non-receipt of funds, or other good cause, (which must be fully stated on the voucher,) payment cannot be made during the current quarter, it may be made in the quarter next succeeding, but in no case at any later period. A list of

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* The monthly receipt-roll will be an exception. It will contain the names of all employés at the agency, including agent and interpreter. It will be designated in the abstract of disbursements as vouchers 1, 2, and 3, Monthly Receipt-Roll. The form for this roll is printed to include both first and last day of service, but in case of discharge of an employé, unless full service is performed on day of discharge, never state the last day, but the preceding one.

Agents are required to certify on this roll, or on any voucher for services, for their own or employés' salaries, as to the time they have been absent from their agency or post of duty.

such outstanding liabilities must accompany the quarterly cash account.

(1) In case no disbursements are made during any quarter, agents should forward an account-current stating that fact.

(2) Agents should not bring fractions of cents into their account-current or abstract.

55. All vouchers which appear in the abstract must accompany the same. (See paragraphs under head of "Vouchers" for manner of preparing them.)

56. *Report of employés*, in duplicate, to be made as instructed in these regulations, must accompany the agent's accounts.

57. A circular relative to the quarterly accounts was issued by this Office April 1, 1875, and attention is again called to the regulations thereby established, viz:

1. The practice of disbursing-officers of this bureau of mixing their accounts and rendering them continuous under different bonds, as if no divided responsibility existed, is causing embarrassment in the settlement of accounts, and must be discontinued.

2. Whenever, for any reason, a disbursing-officer gives a new bond, the accounts of such officer up to the time the new bond is executed should be kept separate and distinct from accounts accruing subsequently, in order that there may be no difficulty in ascertaining the liability of the sureties on each bond. Any balance in the hands of the officer at the date of executing his new bond must be laced in a United States depository, to the credit of the United States, instead of being taken up and carried to account of the new bond.

3. In making a transfer or deposit, reference should be made to the date of the bond to which the amount involved is to be charged, and the appropriations to which it is to be refunded.

4. In all cases where one series of service ends and another begins during a quarter, accounts are not to be made up and rendered to the end of that quarter. For example: The commission of A. B. expires on the 9th of May; he is re-appointed, and gives a new bond on the 10th of May; the accounts are to be rendered up to the 9th of May, inclusive, in one series, and a second series commences on the 10th of May and ends on the 30th of June, inclusive, and so on, quarter-yearly, until such time as he may cease to be in office.

PROPERTY.

58. *Property-return.* This return will show all public property received, issued, and remaining in the hands of an officer,* by abstracts.

59. *Abstract A* will show all articles purchased by the agent in the quarter, the date of purchase, and the number of the voucher representing such purchase.

60. *Abstract B* will show all articles received from contractors and by consignment for which receipts have been given or bills of lading signed, giving, so far as possible, the names of parties from whom the goods were purchased; EACH DELIVERY TO BE TAKEN UP SEPARATELY AND TO CORRESPOND IN QUANTITIES WITH THE SEPARATE RECEIPTS GIVEN BY THE AGENTS.

61. *Abstract C* will show all property fabricated, &c., at the agency.

62. *Abstract D* will show all property issued to Indians, and must be supported by proper vouchers.

63. *Abstract E* will show articles sold to employés, and must be supported by properly-written receipts.

64. *Abstract F* will show all articles expended at agency—stationery, fuel, mill and farm supplies, supplies for shops, &c., and will be supported by the written certificates of the agent as to its correctness. This abstract must be sustained by the certificate of the miller, farmer, or other employé, so far as relates to the articles expended under his supervision, the disposition made of each article to appear on the certificate.

(1) An affidavit of one or more disinterested persons is required, in addition to the certificate of the agent, in all cases of loss of property, whether destroyed, strayed, stolen, or died, setting forth all the facts and circumstances, and that the loss occurred through no negligence of the agent or employés. This oath may be administered by the agent without expense.

(2) Property must be taken up in definite quantities, *i. e.*, pounds, gallons, &c., not by barrels, sacks, &c.

(3) The explanations made by agents in answer to exceptions taken in the Office of Indian Affairs to their cash accounts must be transmitted separately from those taken to his property accounts.

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* Excepting medical supplies and hospital stores, which must be made on a separate return.

(4) All papers pertaining to quarterly accounts, including answers to exceptions, must be forwarded in duplicate, except subvouchers for traveling expenses, &c., which may be taken singly and a copy made to accompany the duplicate account.

PUBLIC FUNDS.

1.—MANNER OF CARING FOR.

65. Disbursing-officers are required by law to keep the public funds advanced to them for disbursement on deposit in some authorized depository, and in no case will they be permitted to have any large sum in hand at the agency. All payments should be made by check,* but for convenience the officer will be permitted to pay employés and liquidate indebtedness on account of incidental expenses, in cash, if he so desires.

66. For the guidance of superintendents and agents in the matter of keeping funds on deposit, circular-letter of February 1, 1875, is republished:

The attention of the Secretary of the Treasury having been called to the frequent depositing in unauthorized depositories by disbursing-officers of the United States of funds intrusted to them for disbursement, he has furnished the following list of officers and banks which have been specially designated under the act of June 14, 1866, for the reception, safe-keeping, and disbursement of funds intrusted to disbursing-officers of this Department:

State.	City.	Office or bank.	Securities.
Arizona	Tucson	United States depository	
Arkansas	Little Rock	Merchants' National Bank of	$70,000
California	San Francisco	United States assistant treasurer	
Colorado	Denver	Colorado National Bank of	50,000
Do	do	First National Bank of	50,000
Connecticut	Hartford	Charter Oak National Bank of	100,000
Dakota	Yankton	First National Bank of	30,000
Delaware	Wilmington	do	60,000
District of Columbia	Washington	Treasurer United States	
Illinois	Chicago	United States assistant treasurer	
Do	Centralia	First National Bank of	75,000
Do	Quincy	do	100,000
Do	Springfield	do	200,000

* *Checks must be indorsed with the appropriations upon which drawn*, and the object for which payment is made.

State.	City.	Office or bank.	Securities.
Indiana	Indianapolis	First National Bank of	$100,000
Do	do	Indianapolis National Bank of	100,000
Do	Madison	First National Bank of	70,000
Iowa	Dubuque	Commercial National Bank of	*50,000
Do	do	First National Bank of	50,000
Do	Sioux City	do	95,000
Kansas	Leavenworth	do	200,000
Do	Lawrence	National Bank of	200,000
Kentucky	Louisville	First National Bank of	200,000
Louisiana	New Orleans	United States assistant treasurer	
Maine	Augusta	Granite National Bank of	50,000
Do	Bangor	First National Bank of	70,000
Do	Portland	do	200,000
Do	do	Merchants' National Bank of	100,000
Maryland	Baltimore	United States assistant treasurer	
Massachusetts	Boston	do	
Michigan	Detroit	Second National Bank of	250,000
Do	Grand Rapids	City National Bank of	50,000
Minnesota	Saint Paul	First National Bank of	200,000
Do	do	Second National Bank of	260,000
Do	do	Merchants' National Bank of	100,000
Missouri	Saint Louis	United States assistant treasurer	
Montana	Bozeman	First National Bank of	50,000
Do	Helena	do	
Nebraska	Omaha	do	100,000
Do	do	Omaha National Bank of	150,000
New Hampshire	Concord	First National Bank of	90,000
Do	Portsmouth	do	122,000
New Jersey	Trenton	do	100,000
New Mexico	Santa Fé	United States designated depositary	
New York	New York	United States assistant treasurer	
Do	Buffalo	United States designated depositary	
Do	Albany	Merchants' National Bank of	200,000
Do	Brooklyn	Nassau National Bank of	150,000
Do	Canandaigna	First National Bank of	100,000
North Carolina	Raleigh	Raleigh National Bank of	150,000
Ohio	Cincinnati	United States assistant treasurer	
Do	Cleveland	Merchants' National of	225,000
Do	Columbus	National Exchange Bank of	100,000
Oregon	Portland	First National Bank of	200,000
Pennsylvania	Philadelphia	United States assistant treasurer	
Do	Pittsburgh	United States designated depositary	
Do	Erie	First National Bank of	30,000
Rhode Island	Providence	do	150,000
South Carolina	Charleston	United States assistant treasurer	
Tennessee	Knoxville	East Tennessee National Bank of	50,000
Do	Nashville	First National Bank of	150,000
Texas	San Antonio	San Antonio National Bank of	
Virginia	Richmond	First National Bank of	100,000
Vermont	Burlington	Merchants' National Bank of	125,000
Do	Montpelier	Montpelier National Bank of	100,000
Do	Rutland	Rutland County National Bank of	50,000
Wisconsin	Madison	First National Bank of	75,000
Do	Milwaukee	do	200,000
Do	do	National Exchange Bank of	175,000

* Special, for pension-agent at Marion only.

A strict compliance with the requirements of the act of June 14, 1866, herein referred to, is enjoined upon all officers of the Indian service.

2.—DEPOSITING FUNDS.

67. When a disbursing-officer deposits to the credit of the United States any public moneys that may have come into his possession, he will transmit the original certificate of deposit to the Secretary of the Treasury and the duplicate to this office.

68. In no case are certificates of deposit required to be filed with accounts rendered by Government officers, nor does such a disposition of any certificates of deposit secure to the officers transmitting them proper credits in their accounts. Credits are only given officers in the settlement of their accounts upon warrants, which warrants are issued by the Secretary of the Treasury, and based upon the original certificates of deposit. In taking credit in their accounts-current, however, for deposits made, officers should state specifically the date of the deposit, and the designation and location of the depository in which the deposit was made, as well as the source, &c.

69. On the 1st day of July of each year, all disbursing-officers are required to deposit to the credit of the United States all unexpended balances of appropriations remaining in their hands for the fiscal year ending the 30th June preceding, not required to pay indebtedness incurred prior to said 1st of July, the certificates of deposit to be disposed of as directed above, as unexpended balances of Indian appropriations made for one fiscal year cannot be used for the service of another fiscal year. This must include all funds of every character, except such as are classed under the head of "Miscellaneous receipts," as defined in Office letter of January 24, 1877. If any portion of the amount so deposited be available for expenditure without limit, as are permanent money annuities, interest, trust-funds, and proceeds of lands, the amount thereof, if necessary, will be again remitted.

3.—REPORTING BALANCES.

70. The rules of the Treasury require disbursing-officers to report at the close of each week and month the balances of public funds in their hands or on deposit.

71. These reports must contain a *correct statement*, and be *promptly forwarded every Monday morning* and *on the first day of each month* respectively.

DEFICIENCIES.

72. Section 6 of the act making appropriations for the Indian service for the fiscal year ending June 30, 1876, is as follows:

That hereafter it shall be the duty of the Secretary of the Interior, and the officers charged by law with the distribution of supplies to the Indians, under appropriations made by law, to distribute them and pay them out to the Indians entitled to them, in such proper proportions as that the amount of appropriation made for the current year shall not be expended before the end of such current year, so as to prevent deficiencies; and no expenditure shall be made or liability incurred on the part of the Government on account of the Indian service for any fiscal year (unless in compliance with existing law) beyond the amount of money previously appropriated for said service during such year.

73. Officers of the Indian service will take notice that no deficiencies will be allowed under any circumstances, and a disobedience of the above section may subject the offender to dismissal.

MISCELLANEOUS.

74. The following extract from United States statutes is again published for the guidance of superintendents and Indian agents:

SEC. 10. * * * Each Indian agent shall keep a book* of itemized expenditures of every kind, with a record of all contracts, together with the receipts of money from all sources; and the books thus kept shall always be open to inspection; and the said books shall remain in the office at the respective reservations, not to be removed from said reservation by said agent, but shall be safely kept and handed over to his successor; and true transcripts of all entries of every character in said books shall be forwarded quarterly by each agent to the Commissioner of Indian Affairs: *Provided*, That should any agent knowingly make any false entry in said books, or in the transcript directed to be forwarded to the Commissioner of Indian Affairs, or shall knowingly fail to keep a perfect entry in said books as herein prescribed, he shall be deemed guilty of a misdemeanor, and, on conviction before any United States court having jurisdiction of such offense, shall be fined in a sum not less than five hundred nor more than one thousand dollars, at the discretion of the court, and shall be rendered incompetent to hold said office of Indian agent after conviction under this act. (Act approved March 3, 1875.)

75. Agents are directed to forward the transcript referred to above to this Office, immediately upon the expiration of each quarter, and separate from the regular quarterly accounts of the agency.

76. Disbursing-officers of this Department are required to make a return on the 30th day of June, annually, of all checks issued by

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* To be obtained at this Office.

them, and which may then have been outstanding and unpaid for three years and more, stating fully in such report the name of the payee, for what purpose given, the office on which drawn, the number of the voucher received therefor, and the date, number, and amount for which it was drawn, and, when known, the residence of the payee.

77. All erasures or alterations on receipts, vouchers, or other official papers must be explained by the party issuing the same; when issued before a magistrate, the explanation must be verified by his initials.

78. All *transfers* of public money between disbursing-agents must be immediately reported by the transferring officer to the Second Auditor of the Treasury, by forwarding a duplicate of the receipt taken.

79. All moneys turned over from one disbursing-officer to another, *on any pretext whatsoever*, must be treated as a *transfer*, and so entered on the accounts-current. Agents should pay their own salaries.

80. All moneys received from sale of Government property, or from any other source than by advances from legislative appropriations, except "Miscellaneous receipts," as referred to in section 69, page —, of these instructions, must *not* be expended, but accounted for to be covered into the Treasury.

81. When it is deemed advisable by superintendents or agents to dispose of public property, a full statement of the facts in the case will be communicated to this Office in an application to sell the same; and when the authority is given and the sale made, the proceeds thereof, after defraying therefrom the expenses incident thereto, will be deposited in the manner prescribed in the preceding rule.

82. Signing or certifying vouchers or receipts IN BLANK is fraught with evil, and is strictly prohibited.

83. Disbursing-officers must not act as attorneys for persons entitled to annuities. Under sections 189 and 365 of the United States Revised Statutes, the employment of attorneys or counsel, at the expense of the United States, is forbidden by law.

84. The practice of borrowing from one appropriation for the benefit of another, or making expenditures in excess of available appropriations, is prohibited by law, and must be discontinued. Agents and others are advised that expenditures in excess of the amount standing to their credit under the particular appropriation to which the expense is chargeable, will be disallowed in their accounts. (See Revised Statutes, sections 3678, 3679, 3732.)

85. No person, at his own option, can create a legal claim on the United States by advancing his own private funds, or borrowing money for disbursements.

86. Superintendents, or agents, are not permitted to pay indebtedness created by their predecessors, except salaries or wages due employés, and vouchers or wages due employés can only be paid upon instructions from this Office, and after the same shall have been satisfactorily attested by the affidavit of the agent under whom the services were rendered. All other claims must be referred to the Department for settlement.

87. An agent paying the balance of salary due his predecessor or other disbursing-officer, does so in violation of law. All such claims must be settled at the Treasury Department.

88. When a disbursing-officer makes an illegal or double payment on the order of a superior, he does it at his peril, and the Government reserves the right to charge it to either or both.

89. Agents are required to forward to the Second Auditor's Office, at the close of every month, a schedule of all certified vouchers and receipts issued during said month, and a duplicate of the same to this Office.

90. Witnesses to payments or other transactions must affix their signatures opposite every mark witnessed. Certificates of interpreters and others must be so worded as to show distinctly what they are certifying to—in case of payments by giving names, numbers, or amounts, or all of them. A certificate as to the correctness of the "foregoing" is not sufficiently explicit.

91. Credit will not be given a disbursing-officer for a transfer of funds to an officer or other person not under bonds until the money has been satisfactorily accounted for.

92. An officer having property or funds cannot escape accountability by surrendering them to persons not authorized to receive them, and all issues of wagons, agricultural implements, &c., when not made upon specific authority previously obtained, must be supported by a full statement of the reasons for making the issue.

93. Agents must not purchase postage-stamps or blanks, as they are furnished upon application to this Office.

94. Only one subject will be embraced or referred to in any one communication, every different matter being made the subject of a separate letter.

95. Purchases should not be made from employés of the Indian Department.

96. The address of the claimants should be on every claim, and, in all cases, the Christian or given name, as well as the surname, should be given in full.

97. Vouchers must show correctly the character of the charge for which payment is made or claimed. Purchasing articles, or engaging services, and charging for them under false and erroneous names, has never been permissible, and will not be allowed, either as a claim or in the settlement of agents' accounts.

98. On leaving the service, disbursing-officers are required, immediately, to complete the rendering of their accounts, and to deposit any balance on hand in some United States depository, forwarding the original receipt taken to the Treasury Department. A failure to comply with this requirement will subject the delinquent to an immediate suit on his bond.

99. Disbursing-officers, on leaving the service, are requested to keep this Office, and the Second Auditor's Office, advised of their address, in full, until their accounts are finally settled.

100. No accounts, books, papers, orders, circulars, or other documents, comprising the agency files and records, can be removed by any agent or other persons. An agent may make copies of official papers for his own use, but under no circumstances will he be permitted to carry away papers, &c., pertaining to the business of the agency. When an agent is leaving the service he will make an inventory of all such documents, &c., in triplicate, one to be retained at agency, one to be forwarded to this Office immediately

after the transfer is made, by the officer to whom it is made, and one to be retained by the outgoing agent. The receipt of the articles named in the inventory will be acknowledged by the incoming agent to whom the transfer is made, who, in like manner, will be held responsible for papers, &c., pertaining to the agency files and records.

101. A rigid compliance with all the requirements of these regulations will be enforced, and any papers or accounts not conforming strictly thereto will be returned to the officer, while a continued disregard of the same may cause the offender to be suspended from office.

102. All instructions conflicting with the rules contained herein are hereby rescinded.

103. The receipt hereof will be promptly acknowledged.

J. Q. SMITH,
Commissioner.

APPENDIX.

The following are specimens of the forms to be used in making the reports and accounts to be rendered by disbursing-officers of the Indian Department. Superintendents and agents will, by timely requisition on this office, keep a constant supply on hand of the kind of blanks needed.

AGENCY OF ——-———

———————.

THE UNITED STATES in account-current with —— —— for the quarter ending —— ——, 187—.

DR. CR.

Date		Amount.	Date.		Amount.

I certify, on honor, that the above account is just and true as stated; that the disbursements have been faithfully made for the objects expressed in the vouchers; and that the accounts given embrace all the public money received by me, and not heretofore accounted for.

———— agency, —— ——, 187—.

Agency _____

ACCOUNT-CURRENT,

_____ *quarter*, 187—.

ABSTRACT OF DISBURSEMENTS made by —— ——, in the quarter ending ——, 187—, for —— ——

Date. 187—.	No. of voucher.	To whom paid.	For what paid.	(Heads of account.)										Amount.
			Amount disbursed											
			Amount transferred, (see account-current)											
			Total transferred and disbursed											
			On hand last quarter.....											
			Amount received during the quarter											
			Total on hand											
			Balance applicable to next quarter											

I certify, on honor, that the above abstract is correct and true.

—— ——

—— ——

ABSTRACT ______________________________

____

______________________________ *quarter*, 187—.

THE UNITED STATES

To ——————————————————————————, Dr.

Date.		Dollars.	Cts.

Received, at ——————————————————————————, 187—,
of —————————————————————————— dollars
in full of the above account.

I certify, on honor, that the above account is correct and just, and that I have actually, this ———— day of ————————, 187—, paid the amount thereof.

NOTES.—All vouchers must show a sufficient explanation of the objects and necessity of the expenditure.

The dates, rates, and places at which services were rendered must, in all cases, be stated.

For proper manner of itemizing vouchers, see section 24, page ——.

VOUCHER.

No _____, *abstract* _____

_____ *quarter*, 187—

PAY-ROLL OF IRREGULAR EMPLOYÉS.

WE, THE UNDERSIGNED, ————————————, hereby acknowledge to have received from —— ——, United States Indian agent, the amount set opposite our respective names, being in full payment for services rendered at the —— agency, during the month of ——, 187–, as herein stated. Signed in*

Date of payment.	For what paid.	Dates of service.																													No. of days.	Amount per day.		Total amount paid.		To whom paid.	Marks.	Witnesses.
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Dolls.	Cts.	Dolls.	Cts.			

I certify, on honor, that the above receipts are correct and just, and that I have actually, this —— day of ——, 187–, paid the above amount of —— dollars to the persons named, for the purposes specified, and issued vouchers therefor in quadruplicate.

——, ——,
United States Indian Agent.

—— AGENCY, ——, 187–.

* In duplicate or triplicate, as the case may be.

Voucher No. ——— .

ABSTRACT,

——————— quarter, 187– .

RECEIPT-ROLL

OF

IRREGULAR EMPLOYÉS,

PAID BY

———————————————

Indian Agent

In the month of ———————, 187—.

This roll will be used in lieu of ordinary voucher, and must contain the name of every irregular employé at the agency.

(Voucher to abstract of disbursements.)

WE, THE SUBSCRIBERS, do hereby acknowledge to have received of ——— ———, Indian agent at ——— agency, ———, the sums set opposite our names, respectively, being in full of our pay for the period herein expressed, having signed triplicates hereof.

Date.	Name.	Occupation.	Period of service.				Rate of pay.			Amount of pay.		Amount received.		Signers' names.	Witnesses.	Remarks.
			From— (Both days	To— inclusive.)	Month.	Days.	Dollars.	Cents.	Per year, month, or day.*	Dollars.	Cents.	Dollars.	Cents.			

I certify, on honor, that the above receipt-roll is correct and just; that the services were rendered as stated, and that the employés hereby paid are borne on my report of employés for the quarter ending ——— —, 18—.

———, ———,
Indian Agent.

* Y. for year, M. for month, and D. for day.

Voucher No. _____

TO

ABSTRACT OF DISBURSEMENTS,

_____ quarter, 18__.

RECEIPT-ROLL

OF

REGULAR EMPLOYÉS,

PAID BY

_____,

Indian Agent,

In the month of _____, 18__.

This roll will be used in lieu of the ordinary voucher, and must contain the name of every regular employé at the agency, including agent and interpreter.

To be made in triplicate; one copy retained by officer, two transmitted to the Indian Office, with abstract of disbursements, within thirty days after the end of the quarter.

Voucher No. ———.

ABSTRACT,

———— quarter, 18—.

ANNUITY PAY-ROLL,

———— INDIANS.

(Form 1.)

ANNUITY PAY-ROLL.

WE, THE HEADS OF FAMILIES, and individuals without families, of the ——— tribe of Indians, hereby acknowledge the receipt of[1] ———, ($———,) from ———, United States Indian agent, in the sums severally affixed to our names, being our proportion of the annuity of said tribe of Indians for the[2] ——— quarters of the year, one thousand eight hundred and seventy- ———.[3]

No.	Names.	Age.	Sex.	Per capita.	Amount paid.	Marks and signatures.	Signatures of witnesses.	Date of receipt.	
	Amount carried forward.....	.....	.....	.....	.....				

[1] Insert the aggregate in words and figures.
[2] If payments are made semi-annually, insert "First and Second," or "Third and Fourth;" if annually, erase the words "quarters of the."
[3] Insert any additional remarks which may be necessary.
"Witnesses to payments or other transactions must affix their signatures opposite each mark witnessed; and certificates of interpreters and others must be worded so as to show distinctly what they are certifying to: in case of payments, by giving names, numbers, or amounts, or all of them. A certificate as to the correctness of the foregoing is not sufficiently explicit." (Second Comptroller's Circular of January 23, 1877, paragraph 8.)

(Form 1.)

ANNUITY PAY-ROLL.

No.	Names.	Age.	Sex.	Per capita.		Amount paid.		Marks and signatures.	Signatures of witnesses.		Date of receipt.	
	Amount brought forward.....											
	Amount carried forward.....		...	....	..							

(Form. 3.)

ANNUITY PAY-ROLL.

CERTIFICATE OF WITNESSES.

We, the undersigned, hereby certify, on honor, that we were present and witnessed the payment by —— ——, United States Indian agent, on the respective dates mentioned in the foregoing pay-roll, of the several sums to the individuals, opposite whose names our signatures are affixed as witnesses, and that we saw said individuals sign the same, by writing their names or making their marks; and that the pages of said pay-roll are numbered from one (1) to —— (—) inclusive, and contains the names of —— (—) persons, numbered from one (1) to —— (—) inclusive; and we further declare our entire disinterestedness in this matter.

Dated ——, 187–. —— ——, }
Dated ——, 187–. —— ——, } *Witnesses.*
Dated ——, 187–. —— ——, }

CERTIFICATE OF INTERPRETER.

I, —— ——, interpreter, hereby certify that I was present and witnessed the payment by —— ——, United States Indian agent, on the respective dates mentioned in the foregoing pay-roll, of the several sums to the individuals who have receipted for the same; that I saw said individuals sign the same, by writing their names or making their marks; that I fully explained the nature of said payments to said individuals; that the pages of said pay-roll are numbered from one (1) to —— (—) inclusive, and contains the names of —— (—) persons, numbered from one (1) to —— (—) inclusive.

Dated ——, 187–. —— ——, *Interpreter.*

CERTIFICATE OF AGENT.

I, —— ——, United States Indian agent, hereby certify, on honor, that on the respective dates mentioned in the foregoing pay-roll I made payment of the several sums to the individuals who have receipted for the same; that the pages of said pay-roll are numbered from one (1) to —— (—) inclusive, and contains the names of —— (—) persons, numbered from one (1) to —— (—) inclusive; and that the aggregate amount of said payments was —— ($——); payment to Nos. ————, amounting to —— ($——) not having been made.

Dated ——, 187–. —— ——, *Agent.*

STATEMENT of receipts and disbursements at ———— agency, ————, by ————, U. S. Indian agent.

Date.	From whom received.	Heads of appropriation.	Amount of each appropriation.	Total.	Date.	To whom paid and object.	Abstract and voucher.	Heads of appropriation.	Amount of each appropriation.	Total.

_____ *Agency.*

_____

Agent.

Statement of receipts and disbursements for the _____ quarter, 18—.

_____ *Agency.*

_____

_____, 187—.

To the Commissioner of Indian Affairs:

I have the honor to report my balance of public funds on deposit and on hand at the close of the week ending Saturday, _____, as follows:

Deposited with the _____	$_____
_____	_____
_____	_____
In hand _____	_____
Total amount.....	$_____

Very respectfully,

Your obedient servant,

_____

U. S. Indian Agent.

Remarks: _____

_____

_____

NOTE.—Funds in transitu will not be reported by disbursing officers on this statement until notice shall have been received from the depositary that moneys have been placed to their credit.

_____

_____ *Agency.*

_____, 187—.

_____

Agent.

STATEMENT

OF

PUBLIC FUNDS

FOR THE

week ending Saturday, _____, 187—.

Total amount, $_____

FIRST INDORSEMENT.

DEPARTMENT OF THE INTERIOR,

OFFICE OF INDIAN AFFAIRS,

_____, 187—.

Respectfully referred to the Treasurer U. S., with the request that this Office may be furnished with a statement of the amount on deposit to the credit of _____

_____, U. S. Indian agent, with the within-designated depositories, as per their reports for the week ending _____

_____, 187—.

Chief Finance Division.

SECOND INDORSEMENT.

UNITED STATES TREASURY,

_____, 187—.

Respectfully returned to the Commissioner of Indian Affairs.

It appears from the reports for the week ending _____, 187—, that _____, U. S. Indian agent, had on deposit the following sums:

For Treasurer U. S.

_____ *Agency,*

_____

_____, 187—.

To the Commissioner of Indian Affairs:

I have the honor to report my balance of public funds on deposit and in hand at the close of the month ending _____ as follows:

Deposited with the _____ $_____

_____ _____

_____

In hand _____ _____

Total amount _____ $_____

Very respectfully,

Your obedient servant,

_____

U. S. Indian Agent.

Remarks: _____

_____

_____

_____

NOTE.—Funds in transitu will not be reported by disbursing officers on this statement until notice shall have been received from the depositary that moneys have been placed to their credit.

☞ This statement must be promptly forwarded to the Office of Indian Affairs on the first day of each month.

Letters of transmittal are not required in such cases.

_____ *Agency,*

_____, 187—.

_____

Agent.

MONTHLY STATEMENT

OF

PUBLIC FUNDS.

FOR THE

month ending _____, 187—.

Total amount, $_____

FIRST INDORSEMENT.

DEPARTMENT OF THE INTERIOR,

OFFICE OF INDIAN AFFAIRS,

_____, 187—.

Respectfully referred to the Treasurer U. S., with the request that this Office may be furnished with a statement of the amount on deposit to the credit of _____ _____, U. S. Indian agent, with the within-designated depositories, as per their reports for the month ending _____, 187—.

_____

Chief Finance Division.

SECOND INDORSEMENT.

UNITED STATES TREASURY,

_____, 187—.

Respectfully returned to the Commissioner of Indian Affairs.

It appears from the reports for the month ending _____, 187—, that _____, U. S. Indian agent, had on deposit the following sums:

With _____

_____

_____

_____

_____

For Treasurer U. S.

ESTIMATE OF FUNDS required for the Indian service at ———— for the ——— quarter, 187—, by ——— ———.

Heads and subheads of appropriations.	Objects for which funds are required.	Amount of estimate.	Amount on hand.	Objects for which funds on hand will be needed.

NOTE.—The objects for which funds are required, and for which funds on hand will be needed, must be specifically stated.

_____ *agency.*

ESTIMATE OF FUNDS.

_____ *quarter*, 187—.

REPORT OF EMPLOYÉS in the ———— agency for the ———— quarter, 187—.

Names of employés.	Office.	Place from whence appointed.	Place where born.	Commencement of service.	Resignation or discharge.	Where employed.	Tribes for which employed.	Compensation.	Remarks.

I certify, on honor, the foregoing to be a true list of employés in the ———— agency.

————————,
Agent.

_____ *agency.*

REPORT OF EMPLOYÉS.

_____ *quarter*, 187—.

5

DESCRIPTIVE STATEMENT of proposed changes in employés at _____ agency, _____ submitted _____, 187—, by _____, U. S. Indian agent.

Nominated: Name.	Sex.	Race.	Age.	Single or married.	Position or occupation.	Previous occupation.	Birthplace.	Residence.	Where employed.	For what tribes employed.	Date of commencing service.	Compensation.	Remarks.

Relieved: Name.	Sex.	Race.	Age.	Single or married.	Position or occupation.	Resigned or discharged.	Cause.	Date of terminating service.	Compensation.	Remarks.

_____ Agency, _____,

_____, 187—.

To the Hon. Commissioner of Indian Affairs,
Washington, D. C.:

SIR: In compliance with instructions,* I forward herewith a descriptive statement of certain changes in the employé force at this agency, which I propose to make, subject to your approval.

_____

U. S. Indian Agent.

---

* Instructions to agents require that every change of employés shall be reported to the Commissioner, for his action, at the time such change takes place.

In the descriptive statement, the SEX may be designated by the letter M for *male* or F for *female*, the RACE by W for *white*, N for *negro*, I for *Indian*, H for *half-breed*, C for *Chinese*, &c.; and the correct AGE is to be given when *known;* when it is *estimated*, a line should be drawn under the figures. S should represent *single* and M *married*.

These reports of "Changes in Employés" are not to be considered as a substitute for "Quarterly Reports of Employés." The latter must be made regularly and promptly, without regard to these

REPORTS CHANGES IN EMPLOYÉS.

_____ Agency,

_____, 187—.

_____

U. S. Indian Agent.

_____

Registered

_____

_____, 187—.

I HEREBY CERTIFY that I have carefully inspected, for the Indian Department, _____

_____

_____

weighing _____

_____ pounds.

and found the same to be _____

_____

and of quality fully equal to the sample on which M _____

_____

contract dated, _____, 187—, was awarded. The same has, this _____

day of _____, 187—, been properly marked by the contractor, and stamped by me,

and delivered to _____

_____

for transportation to _____

_____

and I also certify that I have signed this receipt in duplicate.

_____

Inspector of Supplies.

INDIAN DEPARTMENT.

RECEIPT FOR BEEF CATTLE.

———————, 187—.

Received at ——————————————— Indian agency,

———————————, ———————————————, 187—,

of ———————————————————————————

———————————————————————————

head of beef cattle, weighing ———————————————

——————————————— (———————) pounds,

gross, under ———————— contract dated ———————————————

187—, for subsistence of Indians at ———————————————

Reservation, ———————————————, and for which I have signed

receipts in duplicate.

———————————————,

U. S. Indian Agent.

One copy to be transmitted to the Office of Indian Affairs, by the agent, per first mailand the other to be given to the claimant, to be by him forwarded. The manner of determining the weight must be specified. The weight should be stated *in words* as well as in figures; also whether *net* or *gross* weight.

☞ Settlement will only be made when both copies are in possession of this Office.

INDIAN DEPARTMENT.

RECEIPT FOR SUPPLIES.

———————, 187—.

Received at ——————— Indian agency,

———————, 187—,

of ———————

———————

——————— (———————) pounds

of ———————, under ——————— contract

dated ———————, 187—, for subsistence of Indians

at ——————— Reservation, ———————

and for which I have signed receipts in duplicate.

———————

U. S. Indian Agent.

One copy to be transmitted to the Office of Indian Affairs by the agent, per first mail, and the other to be given to the claimant, to be by him forwarded. The certificate of inspection—which, like this receipt, should be issued *in duplicate only*, and so stated over the official signature of the inspector—must also be attached to this receipt.

☞ Settlement will only be made when both copies of the receipt are in possession of this Office.

QUARTERLY RETURN OF PUBLIC PROPERTY

PERTAINING TO THE

_____ *Agency,* _____

FOR THE

_____ *Quarter,* 18—.

BY

_____

Indian Agent.

ALL ARTICLES BORNE ON THIS RETURN ARE TO BE ARRANGED IN ALPHABETICAL FORM AND IN STRICT ACCORDANCE WITH THE ABSTRACTS AND THE INSTRUCTIONS CONTAINED THEREON. INSERT EXTRA SHEETS, AS INDICATED, WHEN NECESSARY.

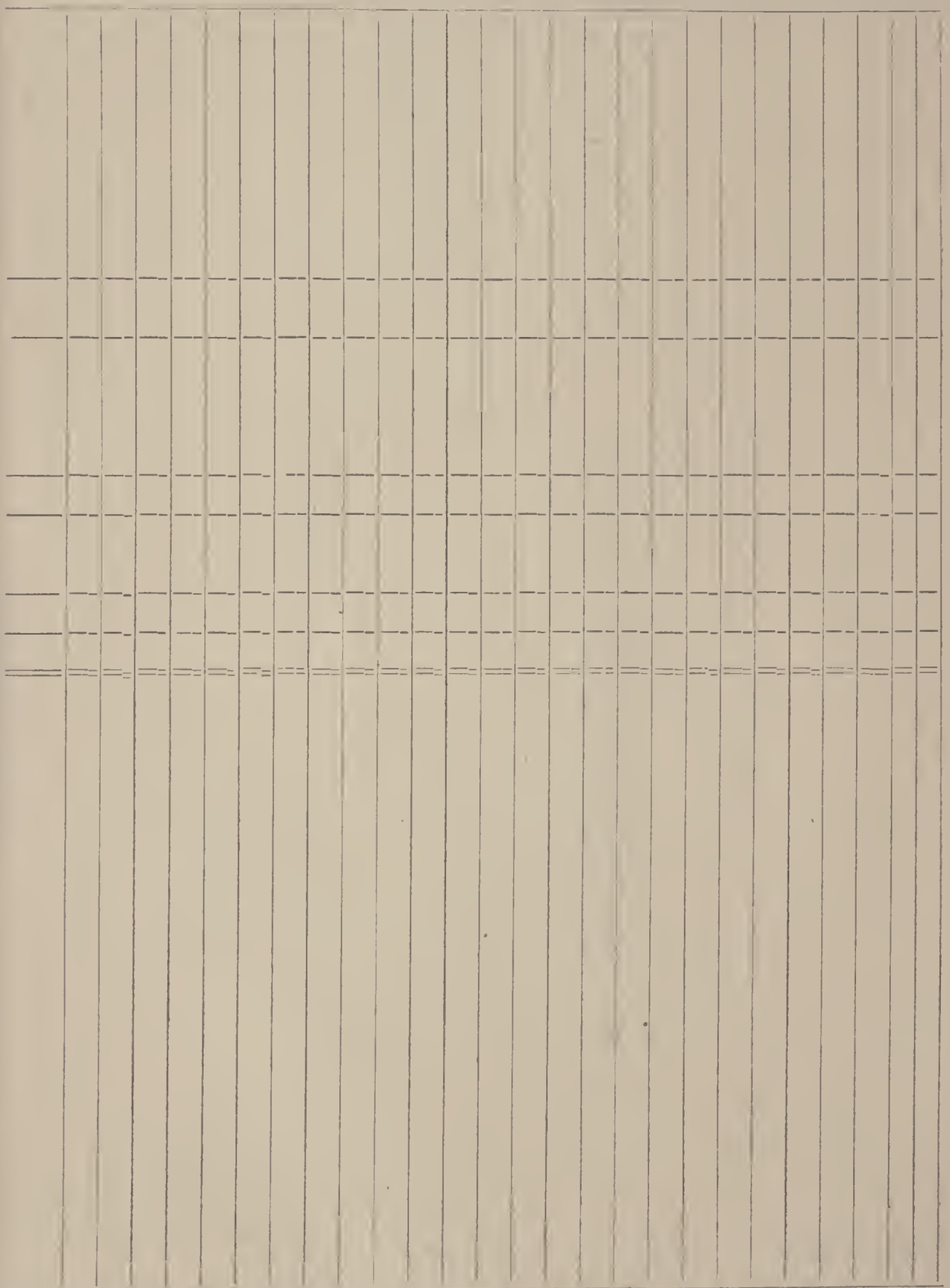
☞ This return, made out in proper form, *must* be forwarded to Indian Office within thirty days after expiration of each quarter.

QUARTERLY RETURN of public property received, issued, and remaining on 18—, by————————,

Date.	Abstracts, &c.													
	Per last return	On hand												
	Abstract A	Received by purchase												
	Abstract B	Received from contractors and by consignment.												
	Abstract C	Fabricated, &c												
		Total to be accounted for												
	Abstract D	Articles issued to Indians												
	Abstract E	Articles sold to employés												
	Abstract F	Articles expended, &c												
		Total issued, expended, &c												
		Total remaining on hand												

Here insert any extra leaves that may be required

hand at ———— agency ———— for the quarter ending ————
U. S. Indian Agent.



by the number of articles borne on the return.

I certify, on honor, that the foregoing return exhibits a true and correct statement of all the property which has come into my hand on account of the Indian Department during the quarter ending on the ——— of ————, 18—.

———————————————

———————————————, *Indian Agent.*

PROPERTY RETURN

OF

———————————————

Indian Agent,

For the ——————— quarter, 18—,

AT

———————————————

——————— agency.

To be made in triplicate; two copies to be forwarded to the Office of Indian Affairs within thirty days after the expiration of the quarter, the other to be retained by the agent.

(Abstract "A" to property return.)

ABSTRACT OF ARTICLES purchased for ——— agency during the ——— quarter, 18—, by ———, Indian agent.

Date.	Number of voucher.	From whom purchased.	Amount.		If certified vouchers are given, state the amount in this column.	
			Dolls.	Cts.	Dolls.	Cts.
		Total purchased during the quarter....				

I certify that the above abstract is correct.

———,
Indian Agent.

NOTE.—Extra leaves should be inserted when necessary, and fastened in the center with thread.

(Abstract "A" to property return.)

ABSTRACT OF ARTICLES PURCHASED

during the _____ quarter, 18—,

by

_____

Indian Agent,

at _____ agency.

To be in triplicate; one copy to be retained, two to be sent with the quarterly return of property to the Office of Indian Affairs within thirty days after the expiration of the quarter.

This abstract appertains exclusively to the property return, and is designed to show all the supplies purchased by the agent, whether paid for or not. No vouchers of the purchases accompany this abstract. They are in the cash account.

(Abstract "B" to property return.)

ABSTRACT OF ARTICLES received from contractors and by consignment at ——— agency, in the quarter ending ———, 18—, by ———, Indian agent.

Date.	From whom received.	In this column state whether bills of lading or receipts were signed for the articles.																					
	Total.....	.....																					

certify that the above abstract is correct.

_____

Indian Agent.

Extra leaves should be inserted when necessary, and fastened in the center with thread.

☞ Arrange the articles in as nearly an alphabetical form as practicable.

(Abstract "B" to property return.)

Articles received from

CONTRACTORS AND BY CONSIGNMENT

during the _____ quarter, 18—,

by

_____

Indian Agent,

at _____ agency.

To be in triplicate; one copy to be retained by the officer, and two to be sent to the Office of Indian Affairs with the quarterly return.

All property received from contractors and by consignment will be entered on this abstract, whether receipted for or not.

No vouchers need accompany this abstract.

(Abstract "C" to property return.)

ABSTRACT OF ARTICLES received from various sources during the quarter ending on the ———— day of ————, 18—, by ————, Indian agent at ———— agency.

C.

Date. 18—.	From whence received.	State kind (if any) of acknowledgment given for the articles.																					
	Manufactured in																						
	Manufactured in																						
	Manufactured in																						
	Manufactured in																						
	Raised on farm																						
	Increase in stock																						
	Total.....																						

I certify that the above extract is correct.

————————,
Indian Agent.

NOTE.—Extra leaves should be inserted when necessary, and fastened in the center with thread.
☞ Arrange the articles in alphabetical form.

(Abstract "C" to property return.)

ARTICLES RECEIVED

FROM VARIOUS SOURCES

during the _____ quarter, 18__,

BY

_____

Indian Agent,

at _____ agency.

To be made in triplicate; one copy to be retained by the officer, two to be forwarded to the Office of Indian Affairs with the quarterly return.

NOTE.—This abstract contains all property not borne on the previous return that may come into the possession of the agent on account of articles manufactured in the quarter in mills, shops, &c.; or raised on farm; increase in stock, &c.; or in any manner other than by purchase, (Ab. A,) or by consignment, (Ab. B.)

(Abstract "D" to property return.)

ABSTRACT OF ARTICLES issued to Indians at ———————— agency, in the quarter ending on the ———————— day of ————————, 18—, by ————————, Indian agent.

Date. 18—.	To whom issued.	Period. From— both days	Period. To— inclusive.																			
	Per voucher No.																					
	" "																					
	" "																					
	" "																					
	" "																					
	" "																					
	" "																					
	" "																					
	" "																					
	" "																					
	" "																					
	Total	.....	...																			

I certify that the above abstract is correct.

———— ————,

Indian Agent.

NOTE.—All articles embraced in this abstract must be arranged in alphabetical form as near as practicable. Extra leaves should be inserted when necessary, and fastened in center with thread.

(Abstract "D" to property return.)

ABSTRACT

OF

ARTICLES ISSUED TO INDIANS

during the _____ quarter, 18–,

BY

_____

Indian Agent.

at _____ Agency.

To be in triplicate; one copy to be retained by the officer, two sent with the quarterly return to the Office of Indian Affairs, and to be accompanied by properly-receipted vouchers.

(Voucher to Abstract D.—Property.)

We, the undersigned, chiefs and head-men and heads of families of the _____ tribe of Indians, acknowledge to have received from _____, Indian agent at _____ agency, _____ the following articles, viz:

No.	Signed.	No.	Signed.
1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8			

I certify, on honor, that I have explained the nature of the issue, and that I witnessed the delivery of the articles as herein set forth, and the signing of the above receipt therefor.

_____,

Interpreter.

Dated _____, 187—.

We certify, on honor, that we were present and witnessed the delivery of all of the articles above named, and that the signatures of the Indians to the foregoing receipt, from No. 1 to No. ____, inclusive, were made in our presence; and we declare our entire disinterestedness in this matter.

_____.

_____.

Dated _____, 187—.

I hereby certify, on honor, that I have, this _____ day of _____ 18—, issued all the articles named in this voucher to the above-named Indians.

_____,

Indian Agent.

Voucher No. ———, Abstract D,

TO

PROPERTY RETURN

ISSUES TO INDIANS

BY

_____

Indian agent at

_____ agency.

Date of issue, _____, 18—.

This voucher to be made in triplicate; one copy retained, and two forwarded to Office of Indian Affairs with property return.

(Abstract "E" to property-return.)

ABSTRACT OF ARTICLES sold to employés at ——— agency, in the quarter ending on the —— day o ———, 18—, by ——— ———, Indian agent.

Date. 18—.	To whom sold.	Amount.	
		Dolls.	Cts.
	Total		

I certify, on honor, that the above abstract is correct, and that the amounts named have been received from the employés and deposited to the credit of the United States under the head of "Miscellaneous Receipts," as shown by my account-current.

———, *Indian Agent.*

NOTE.—All articles embraced in this abstract must be arranged in alphabetical form.

(Abstract "E" to property-return.)

ABSTRACT OF

ARTICLES SOLD TO EMPLOYÉS

during the _____ quarter, 18—,

BY

_____

Indian agent at

_____ agency,

To be made in triplicate; one copy to be retained by the agent, and two to be sent with quarterly return to Office of Indian Affairs.

This abstract must be accompanied by receipts of the parties to whom the rations were sold.

(Abstract "F" to property-return.)

ABSTRACT of articles expended, &c., in the public service at ———— agency, ————, during the quarter ending ————, 18—.

Date. 18—.	Number of voucher.	Manner of expenditure.																							

I certify that the above abstract is correct.

————————,
Indian Agent.

☞ Extra leaves may be inserted when necessary, to be fastened in center with thread.
Arrange the articles in alphabetical order.

(Abstract "F.")

_____ quarter, 18—.

ARTICLES EXPENDED, &c.

_____

Indian Agent.

AT

_____ agency.

To be made in triplicate; one copy retained by agent, two sent with quarterly return to the Office of Indian Affairs. The vouchers to this abstract will have to be made by the agent as occasion requires. All articles expended in the service at the agency must be shown hereon, and arranged in alphabetical order.

UNITED STATES INDIAN SERVICE.

Monthly sanitary report for _____, 187—.

_____ Indian agency _____

_____, Agent. _____, Physician.

Number of Indians belonging to the agency and entitled to treatment _____.

Number at agency during the month _____. Number of others (employés, &c.) entitled to treatment _____.

Whole number treated _____; restored _____; died _____; remaining _____.

Number of births: males _____; females _____; total _____.

Number vaccinated _____.

Cases of a special interest should be reported more in detail in an accompanying communication.

NOTE.—The physician is expected to make explanations and communicate any matters of interest, such as relate to prevailing diseases, sanitary condition of the Indians, healthfulness of the location, peculiarities of the service, &c., and suggest any reforms or changes tending to improvement in this branch of the service. He should also report from time to time, *and especially at the close of the months of* MARCH, JUNE, SEPTEMBER, *and* DECEMBER, the progress made by the Indians in abandoning their own native "medicine men," and their increase of confidence in the practice of the agency physician, giving the relative proportion of these two classes. In these reports the physician should further state the proportional numbers of Indians who seek his services of their own accord, and of those whom he seeks for treatment; what proportion he visits at their habitations, and what comes to his office or dispensary; and what hospital accommodations there are, or ought to be; and to what extent the Indians would probably avail themselves of the benefits of a hospital.

In the within tabulated statement each column must be added up and the total stated at the foot thereof.

I hereby certify that this report is correct, to the best of my knowledge and belief.

_____,
Physician.

Examined, approved, and respectfully forwarded.

_____,
Agent.

_____, 187—.

Monthly SANITARY report.

For the month of _____, 187—.

_____ agency, _____

_____, *Agent.*

_____, *Physician.*

Memoranda.	Order.	Enter only those diseases (following the nomenclature of "memorandum") of which cases are treated.	Remaining from last month's report.		Taken sick during month.						Whole number treated during month.		Recovered.		Died.		Remaining under treatment.	
					Indians.		Half-breeds.		White persons.									
		Diseases.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.

MONTHLY SCHOOL REPORT

FOR

Month of ——————————, 187—.

——————————
agency.

——————————
agent.

Rec'd Off. Ind. Aff's ——————————, 187—.

CERTIFICATE OF U. S. AGENT.

The foregoing exhibit of —————— schools at this agency has been examined by me and is hereby approved.

——————————,
U. S. Agent.

——————————, 187—.

—————— Agency,
——————————, 187—.

Monthly report of*—————— school for the month ending ——————, 187—, located at ——————.

Names of employés in the school or with the children during month.	Nature of service rendered.	Total No. of full days' service rendered in this capacity during month.	How subsisted. (By Government rations or at personal expense.)
	Superintendent or principal teacher		
	Assistant teacher.		
	Assistant teacher.		
	Industrial teacher.		
	Matron		
	Assistant matron .		
	Sempstress		
	Laundress		
	Cook.....		

Names of tribes on reservation or within jurisdiction of this agency. (Opposite the name of each tribe place the statistics of the children of the tribe under the printed headings.)	Number of children of proper ages for school who during month have been—														Number children in school taught English who—					
	On reservation or adjacent to school.		Borne on school-register.		Irregularly attending school.		In daily attendance.		Regularly taught industrial arts.		Boarding scholars.		Day scholars.		Read and write understandingly.		Work in first four rules of arithmetic.		Were advanced to higher grade during month.	
	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.
Half-breeds																				
White persons.																				
Total																				

* State whether industrial, boarding, or day school. † Give actual numbers; but if this is *impossible* state approximately, and write "app." over the figures.

Daily hours of school during month.....from a. m. to p. m.
Daily hours of manual-labor exercises during month—boys.....
Daily hours of manual-labor exercises during month—girls.....
Number of full-day sessions held during month.

DESCRIPTION OF MANUAL LABOR TAUGHT DURING MONTH TO BOYS.

DESCRIPTION OF MANUAL LABOR TAUGHT DURING MONTH TO GIRLS.

Number of Indian parents and other Indians who visited and showed interest in school during month .....
Number of Indian children withdrawn or run away during month .....
Number of Indian children who had run away or been withdrawn, and were returned during month.....
Number of new scholars added during month .....

INSTRUCTIONS TO TEACHERS AND AGENTS.—The principal of each school must prepare this report in duplicate or triplicate at the close of each month. It must embrace all the data for which spaces are provided. The following certificate must then be signed, and the copies handed to the agent, who will forward one to the Commissioner of Indian Affairs. During vacation, or the temporary suspension of a school, the report, stating such condition, should be made and forwarded each month as well as when the school is in actual operation.

REMARKS.

[Under the head of remarks should be stated additional facts similar to those called for on preceding page, and whatever else can practically illustrate the condition and growth of the school, and the public sentiment of the tribes concerning it. Brief, practicable, and well-considered suggestions for the increase of its efficiency are invited.]

CERTIFICATE OF TEACHER.

I hereby certify, on honor, that the foregoing statement of _____ school at _____ agency truly sets forth the number of employés and children in each relation specified, the hours of instruction, and the number of days the school has been in session during the month ending _____, and the information herein conveyed is correct.

_____,
Teacher.

_____, 187—.

U. S. BILL OF LADING.

_____, 187—.

RECEIVED from _____ _____, the following articles of Indian goods and supplies as specified below, in apparent good order and condition, to be forwarded to _____ _____ by _____ contractor for transporting Indian supplies, &c., and there to be delivered in like good order and condition unto _____, for which I have signed bills of lading in duplicate. Freight to be paid by the proper officer of the United States at the rate of _____, and to the order of _____ _____ on the presentation and surrender of both these bills of lading properly receipted by the party receiving the said supplies.

_____,

Carrier.

Marks.	No.	Packages contain—	Weight, pounds.

_____, 187—.

RECEIVED from _____ the Indian supplies, &c. specified above, in good order and condition, weighing _____ pounds, and for which I here sign duplicate bills of lading.

_____

_____

Shipped via

☞ See note—over.

Explanation regarding loss or shrinkage—to be made by agent:

_____

_____

_____

_____

_____

_____

U. S. Indian Agent.

NOTE.—Payment for transportation will only be made on properly receipted bills of lading, for which necessary blanks will be furnished by the Indian Office.

Upon the delivery of the goods they will be receipted by the consignee, or in his name by some one duly authorized to sign for him, which authority must be shown.

Freight will only be paid on presentation and surrender of every copy of bill of lading.

In case of loss or damage of the public property while in the possession of the carrier, the actual value of such loss or damage, including transportation, should be stated on the bill of lading.

It is desirable that the route that the goods are to be taken should be indicated.

Where stores are shipped over subsidized roads by a contractor for transportation, under a regular written contract with the Indian Department, payment in full may be made to the said contractor upon his presenting the receipt for the amount he has paid said subsidized road, in addition to the usual bills of lading. No payment to subsidized roads in any other case will be allowed.

Erasures, interlineations, or alterations in bills of lading must be explained thereon by the issuing or other competent officer, and said explanation must be signed by him.

BILL OF LADING

FOR

UNITED STATES PROPERTY.

INDIAN DEPARTMENT.

Date _____, 187—.

_____

Contractor.

ESTIMATE OF INDIAN SUPPLIES, &c.,

REQUIRED FOR THE SERVICE OF THE

———— Agency ————

during the ———— quarter, 18——.

To the Commissioner of Indian Affairs:

SIR: I have the honor to transmit an estimate of supplies, &c., required for the service at the agency under my charge, as above, amounting to $————, and respectfully ask for the necessary authority to purchase the same (1)———.

I also ask authority to publish an advertisement, inviting proposals in the case, in the (2)————————————————————

————————————————————————————————

and to make contract with the lowest responsible bidder or bidders for the delivery of the articles estimated for.

I have on hand (3) $—— ———, available to the proposed purchase, from appropriation ————————————————————

————————————————————————————————.

————————————,

U. S. Indian Agent.

Dated ———————————, 18——.

(1) "Under contract" or "in open market." (2) To be filled up properly in all cases where the amount exceeds $3,000, or where it is designed to purchase a less amount under contract. (3) This space *must* be properly filled.

Estimates should be for a year, and include, as nearly as practicable, *all* articles that will be required during the period estimated for, to avoid the necessity of special requisitions. The application to be made of each article, and the necessity for its purchase, must be clearly stated in the remarks. Insert extra leaves when the space is not sufficient.

ESTIMATE

OF

INDIAN SUPPLIES, &c.,

REQUIRED AT THE

———————————— agency.

during ————————————, 18——.

BY

————————————,

Agent.

To be made in duplicate; one copy to be retained by agent.

Number or quantity required during the period estimated for.	Articles. (To be arranged alphabetically, as on property-return.)	Estimated cost.		Remarks. (See note on face of estimate.)

I certify that the above estimate is correct, and that the articles specified are requisite for the public service, rendered so by the circumstances set forth in the above remarks.

_____

_____ *Indian Agent.*

_____ agency

Dated _____ 18—

U. S. INDIAN SERVICE.

_____ Agency.

_____

_____, 187—.

_____

_____

U. S. Indian Agent.

_____

SUBJECT.

_____

_____

_____

_____

_____

_____

ACTION.

_____

_____

Registered,_____

_____

ARTICLES OF AGREEMENT

BETWEEN

_____

_____

AND

_____

For _____

Dated _____

Expires _____

Bond, $ _____

Sureties: _____, $ _____
_____, $ _____
_____, $ _____
_____, $ _____

Registered, contract-book No. ——, p. ——.

To be made in quintuplicate: one to be retained by agent, one to be delivered to contractor, two to be forwarded to Office of Indian Affairs, and one to "Returns Office."

☞ All contracts must be sealed by wax or other adhesive substance.

DEPARTMENT OF THE INTERIOR,
OFFICE OF INDIAN AFFAIRS,
Washington, ———, 18—.

Approved _____

_____

_____
Commissioner.

BOARD OF INDIAN COMMISSIONERS.
Washington, ———, 18—.

The within contract is _____

_____

_____
_____ Ex. Com.

DEPARTMENT OF THE INTERIOR,
Washington, ———, 18—.

The action of the executive committee is hereby _____

_____,
Secretary.

THIS AGREEMENT, made and entered into this ——— day of ———, one thousand eight hundred and ———, by and between _____

_____

_____

for and on behalf of the United States of America, party of the first part, and _____

_____

_____

_____, part of the second part, for ——— heirs, executors, administrators, and assigns,

Witnesseth: That the said parties have covenanted and agreed, and by these presents do covenant and agree, to and with each other, as follows:

ARTICLE 1. That the said _____

_____

_____

_____

_____

_____

_____

_____

_____

ARTICLE . That for and in consideration of the faithful performance of the stipulations of this agreement, the part of the second part shall be paid, on the presentation of proper receipts or vouchers, in duplicate, to the Commissioner of Indian Affairs, as follows:

ARTICLE . That in case of the failure of the said part of the second part to comply with the stipulation of this contract according to the true intent and meaning thereof, then the party of the first part shall have the power to——

ARTICLE . That it is expressly understood by the part of the second part that, in conformity to the requirements of section 3737 of the Revised Statutes, neither this contract nor any interest therein shall be transferred to any other party or parties, and that any such transfer shall cause the annulment of the contract so far as the United States are concerned; all rights of action, however, for any breach of this contract by the contracting parties being reserved to the United States.

ARTICLE . That it is expressly agreed and stipulated between the parties to this contract that, upon mutual agreement, it may be changed, altered, modified, or abrogated, in whole or in part; but no such change, alteration, modification, or abrogation shall entitle the said part of the second part to increased rates of compensation over the rates herein specified.

ARTICLE . That it is further expressly agreed and understood that no member of Congress, officer, agent, or employé of the Government shall be admitted to any share or part in this agreement, or derive any benefit to arise therefrom.

ARTICLE . That this agreement is made subject to the approval of the Commissioner of Indian Affairs, the Board of Indian Commissioners, and the Secretary of the Interior.

In witness whereof, the undersigned have hereunto subscribed their names and affixed their seals the day and date first above written.

Witness:

——— [SEAL.]

——— [SEAL.]

——— [SEAL.]

——— [SEAL.]

BOND.

KNOW ALL MEN BY THESE PRESENTS, That we, _____
of _____, county of _____ and
State of _____, and _____
of _____, county of _____ and
State of _____, and _____
of _____, county of _____ and
State of _____, are held and firmly bound unto the United
States of America in the sum of _____
_____ ($_____) dollars, lawful money of
the United States, for which payment, well and truly to be made, we bind ourselves and each of us, our and each of our heirs, executors, administrators, and assigns, for and in the whole, jointly and severally, firmly by these presents.

Sealed with our seals, attested by our signatures, at _____
_____, this _____ day of _____
in the year of our Lord one thousand eight hundred and _____.

THE NATURE OF THIS OBLIGATION IS SUCH, that if the said _____
_____, his heirs, executors, administrators, and assigns, or any of them, shall, and do in all things well and truly observe, perform, fulfill, accomplish, and keep all and singular the covenants, conditions, and agreements whatsoever, which on the part of the said _____
his heirs, executors, administrators, and assigns, are, or ought to be, observed, performed, fulfilled, accomplished, and kept, comprised or mentioned in certain articles of agreement bearing date the _____ day of _____ one thousand eight hundred and _____ between the said _____
_____, and the said _____
concerning the furnishing and delivering of _____
_____
_____
according to the true intent and meaning of said articles of agreement, then the above obligation to be void; otherwise, to remain in full force and virtue.

Signed, sealed, and delivered in the presence of—

_____ _____ [SEAL.]
_____ _____
_____ _____ [SEAL.]
_____

BOND

FOR THE FULFILLMENT OF THE CONTRACT

BETWEEN

_____

AND

_____

Dated _____

For _____

Amount, $ _____

Sureties. { _____ $ _____
_____ $ _____
_____ $ _____

All bonds must be sealed with wax or other adhesive substance.

_____ of _____ }
County of _____ } *ss:*

On this _____ day of _____, A. D. 18—, before me, the undersigned, a _____ in and for the county and _____ aforesaid, personally appeared _____ and _____ and _____, who being by me severally sworn, according to law, each upon his oath says that he owns and possesses property not exempt by law from execution, over and above all his debts and liabilities, and free from all incumbrances, of the value of the sum set opposite his name in connection herewith, viz:

_____

_____

_____

Subscribed and sworn to before me at _____ this _____ day of _____, 18—.

[SEAL.]

_____

_____

ABSTRACT OF PROPOSALS received by ———, under his advertisement of ———, inviting proposals for———.

No.	Name of bidder.	Post-office address.	Sureties.	Post-office address.	Quantity proposed to be furnished.	Price.	Remarks.

I certify that the above is a correct abstract of all the proposals received by me under the advertisement mentioned above.

Date: _____

ABSTRACT OF PROPOSALS.

RECEIVED BY

_____

_____

_____

UNDER HIS ADVERTISEMENT OF

_____, ____, 187-,

inviting proposals for _____

_____

_____

_____

A copy of the advertisement should be attached to this abstract.

OATH.

I do solemnly swear that the copy of contract hereunto annexed is an exact copy of contract made by me personally with _____; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said _____ or any other person or persons; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided.

_____

_____

U. S. Indian Agent.

Sworn to and subscribed before me, at _____,

this _____ day of _____, 187—.

_____

_____

OATH OF DISINTERESTEDNESS.

PERTAINING TO CONTRACT BETWEEN

_____

_____

_____

AND

_____

Dated _____

For _____

_____

_____

This oath to be affixed to copy of contract sent to Returns Office.

H92 74 539

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